



**CITY OF WHITEWATER
COMMON COUNCIL AGENDA**
Common Council Meeting

Tuesday, December 5, 2017 - 6:30 p.m.
City of Whitewater Municipal Building
312 W. Whitewater St., Whitewater, WI 53190

CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE.

CONSENT AGENDA:

CA-A	Approval of payment of invoices processed through 11/29/2017.	p.1
CA-B	Acknowledgment of Receipt and Filing of the following: *Community Involvement and Cable TV Minutes of 8/17/17 and 10/19/17.	p.4
CA-C	Expedited Approval of the Following Items, per City Staff Recommendation: O-1, O-2	n/a

CITY MANAGER UPDATE

STAFF REPORTS:

Library Director	Update on Library Space Needs Report.	p.7
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HEARING OF CITIZEN COMMENTS. No formal Common Council Action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three minute speaking period. Specific items listed on the agenda may not be discussed at this time; however citizens are invited to speak to those specific issues at the time the Council discusses that particular item.

RESOLUTIONS:

R-1	Authorization to submit Lake Management Grant application to Wisconsin DNR. (Parks and Recreation Director Request).	p.66
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ORDINANCES: First Reading:

*O-1	Amending Municipal Boundary Ordinance, and request for waiver of second reading of ordinance. (DPW Director Request).	p.67
*O-2	Assigning newly-created Ward 13 to Aldermanic District 2 and request for waiver of second reading of ordinance. (City Clerk Request).	p.78

ORDINANCES: Second Reading: None.

CONSIDERATIONS:

C-1	Authorization to submit annual application for Ride-Share (Taxi Cab) Grant. (Finance Director Request).	p.80
C-2	Councilmember Requests for Future Agenda Items and future POLCO questions.	n/a

C-3	<p><u>EXECUTIVE SESSION.</u> Adjourn to Closed Session, TO RECONVENE, pursuant to Wisconsin Statutes 19.85(1) (e) “Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session and 19.85(1) (g) “Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.”</p> <p>Items to be Discussed:</p> <p>*WPPA Negotiations.</p> <p>*Discussion concerning the purchase of property on Fremont Street adjacent to Starin Park.</p> <p>*Discussion concerning a request by a property owner for compensation to reimburse the owner for damages it claims were caused by leaking water pipes.</p>	n/a
C-4	RECONVENE into Open Session.	n/a
C-5	Possible action on Resolution authorizing the purchase of real estate on Fremont Street.	n/a
C-6	Adjournment.	n/a

Anyone requiring special arrangements is asked to call the Office of the City Manager / City Clerk at least 72 hours prior to the meeting.

***Items denoted with asterisks will be approved on a single motion and vote due to their routine nature or previous discussion. Any council member may request that a consent agenda item be removed for individual discussion.**

Report Criteria:

Detail report.
Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.

Vendor	Vendor Name	Description	Invoice Date	Net Invoice Amount	GL Account Number
BALL, RICHARD					
1033	BALL, RICHARD	GEN BLDG/POLICE DEPT MATS	12/06/2017	41.50	100-51600-340
Total BALL, RICHARD:				41.50	
CARRICO AQUATIC RESOURCES INC					
7972	CARRICO AQUATIC RESOURC	AQUATIC CTR/FILTER BAGS	12/06/2017	32.06	247-55600-348
7972	CARRICO AQUATIC RESOURC	AQUATIC CTR/DEC 2017 AGREEMENT	12/06/2017	1,500.00	247-55600-350
7972	CARRICO AQUATIC RESOURC	AQUATIC CTR/CONSUTING	12/06/2017	1,190.00	247-55600-346
Total CARRICO AQUATIC RESOURCES INC:				2,722.06	
CGC INC					
2005	CGC INC	CLAY ST/GEOTECH	12/06/2017	8,430.50	450-54000-836
Total CGC INC:				8,430.50	
DECKER SUPPLY CO INC					
33	DECKER SUPPLY CO INC	STREET/CLEAR STICKERS	12/06/2017	1,661.49	100-53230-352
Total DECKER SUPPLY CO INC:				1,661.49	
DIVERSIFIED BENEFIT SVC INC					
4192	DIVERSIFIED BENEFIT SVC INC	FINANCE/FLEX PLAN NOVEMBER 2017	12/06/2017	314.92	100-51500-217
Total DIVERSIFIED BENEFIT SVC INC:				314.92	
FOREST LANDSCAPING & CONSTR INC					
5589	FOREST LANDSCAPING & CON	CENTER ST RECONSTRUCTION/PAY #6	12/06/2017	14,175.15	450-54000-802
Total FOREST LANDSCAPING & CONSTR INC:				14,175.15	
FORT ATKINSON CHAMBER OF COMMERCE					
8184	FORT ATKINSON CHAMBER OF	AQUATIC CTR/ADVERTISING	12/06/2017	243.00	247-55800-324
Total FORT ATKINSON CHAMBER OF COMMERCE:				243.00	
GRAINGER INC					
367	GRAINGER INC	AQUATIC CTR/JET PUMP MOTOR	12/06/2017	181.74	247-55700-355
367	GRAINGER INC	AQUATIC CTR/FLUORESCENT LAMP	12/06/2017	214.40	247-55700-355
Total GRAINGER INC:				396.14	
JOHN DEERE FINANCIAL					
6276	JOHN DEERE FINANCIAL	PARKS/STARTER	12/06/2017	79.06	100-53270-242
6276	JOHN DEERE FINANCIAL	PARKS/CHARGER	12/06/2017	109.94	100-53270-242
6276	JOHN DEERE FINANCIAL	PARKS/BACK BLOWER EQUIPMENT	12/06/2017	736.35	100-53270-242
Total JOHN DEERE FINANCIAL:				925.35	
KB SHARPENING SERVICES INC					
110	KB SHARPENING SERVICES IN	STORMWATER/BLADES & CHIPPER KNIVES	12/06/2017	91.00	630-63600-352

Vendor	Vendor Name	Description	Invoice Date	Net Invoice Amount	GL Account Number
Total KB SHARPENING SERVICES INC:				91.00	
LIPARI FOODS OPERATING CO LLC					
7910	LIPARI FOODS OPERATING CO	AQUATIC CTR/CONCESSIONS	12/06/2017	322.70	247-55800-342
Total LIPARI FOODS OPERATING CO LLC:				322.70	
MADISON TRUCK EQUIPMENT INC					
1461	MADISON TRUCK EQUIPMENT I	STREET/#413 REPAIRS	12/06/2017	278.73	100-53230-352
Total MADISON TRUCK EQUIPMENT INC:				278.73	
PEPSI-COLA					
7941	PEPSI-COLA	AQUATIC CTR/CONCESSIONS	12/06/2017	335.15	247-55800-342
Total PEPSI-COLA:				335.15	
PONTEL GARAGE DOOR & ANTENNA					
1872	PONTEL GARAGE DOOR & ANT	STREET/CABLES & REWIND STRINGS	12/06/2017	185.00	100-53230-340
Total PONTEL GARAGE DOOR & ANTENNA:				185.00	
RETAIL FINANCE CREDIT SVC LLC					
1507	RETAIL FINANCE CREDIT SVC	CRIME PREVENTION/GHOULS NIGHT OUT	12/06/2017	54.82	100-25212
1507	RETAIL FINANCE CREDIT SVC	LIBRARY/OFFICE SUPPLIES	12/06/2017	33.78	220-55110-310
1507	RETAIL FINANCE CREDIT SVC	LIBRARY/JUVENILE PROGRAM SUPPLIES	12/06/2017	45.78	220-55110-342
Total RETAIL FINANCE CREDIT SVC LLC:				134.38	
STRAND ASSOCIATES INC					
358	STRAND ASSOCIATES INC	STORMWATER/FRANKLIN & ANN	12/06/2017	3,186.28	630-63440-845
358	STRAND ASSOCIATES INC	NEIGHBORHOOD SVC/BUSINESS PARK ARMORY DETEN	12/06/2017	279.51	100-52400-219
358	STRAND ASSOCIATES INC	NEIGHBORHOOD SVC/PMT MTG	12/06/2017	292.50	100-52400-219
358	STRAND ASSOCIATES INC	NEIGHBORHOOD SVC/CASEY'S REVIEW	12/06/2017	146.25	100-52400-219
358	STRAND ASSOCIATES INC	NEIGHBORHOOD SVC/UW CONDUIT USE REVIEW	12/06/2017	146.25	100-52400-219
358	STRAND ASSOCIATES INC	NEIGHBORHOOD SVC/FAIRFIELD HOTEL SITE REVIEW	12/06/2017	853.76	100-52400-219
358	STRAND ASSOCIATES INC	WATER/HWY 59 UTILITIES	12/06/2017	2,009.38	610-61923-210
358	STRAND ASSOCIATES INC	WASTEWATER/HWY 59 UTILITIES	12/06/2017	2,009.38	620-62820-219
358	STRAND ASSOCIATES INC	GEORGE ST/RECONSTRUCTION	12/06/2017	590.47	450-54000-898
358	STRAND ASSOCIATES INC	CLAY ST/RECONSTRUCTION	12/06/2017	2,342.81	450-54000-836
358	STRAND ASSOCIATES INC	STORMWATER/CLAY ST	12/06/2017	780.56	630-63440-855
358	STRAND ASSOCIATES INC	CENTER ST/RECONSTRUCTION	12/06/2017	1,155.55	450-54000-802
358	STRAND ASSOCIATES INC	WATER/ESTERLY & CLAY UTILITIES	12/06/2017	713.90	610-61936-820
358	STRAND ASSOCIATES INC	WASTEWATER/ESTERLY & CLAY UTILITIES	12/06/2017	713.89	620-62810-820
358	STRAND ASSOCIATES INC	ESTERLY & CLAY/UTILITIES	12/06/2017	713.90	450-54000-879
Total STRAND ASSOCIATES INC:				15,934.39	
TRIEBOLD OUTDOOR POWER LLC					
418	TRIEBOLD OUTDOOR POWER	PARKS/SNOW BLOWER	12/06/2017	760.00	100-53270-242
Total TRIEBOLD OUTDOOR POWER LLC:				760.00	
UW WHITEWATER					
8	UW WHITEWATER	GEN BLDG/JANITORIAL SUPPLIES	12/06/2017	75.65	100-51600-355
8	UW WHITEWATER	LIBRARY BLDG/JANITORIAL SUPPLIES	12/06/2017	107.60	100-55111-355
8	UW WHITEWATER	INNOVATION CTR/LIGHTING	12/06/2017	163.86	920-56500-250

Vendor	Vendor Name	Description	Invoice Date	Net Invoice Amount	GL Account Number
8	UW WHITEWATER	GEN BLDG/JANITORIAL SUPPLIES	12/06/2017	96.51	100-51600-340
8	UW WHITEWATER	AQUATIC CTR/JANITORIAL SUPPLIES	12/06/2017	105.00	247-55700-355
8	UW WHITEWATER	GEN BLDG/JANITORIAL SUPPLIES	12/06/2017	229.49	100-51600-340
8	UW WHITEWATER	GEN BLDG/LIGHTING	12/06/2017	111.82	100-51600-340
8	UW WHITEWATER	PARKS/BATTERIES	12/06/2017	20.64	100-53270-340
8	UW WHITEWATER	INNOVATION CTR/LIGHTING	12/06/2017	124.75	920-56500-250
8	UW WHITEWATER	AQUATIC CTR/JANITORIAL SUPPLIES	12/06/2017	107.05	247-55700-355
Total UW WHITEWATER:				1,142.37	
VARELA, ALEJANDRO					
7783	VARELA, ALEJANDRO	COURT/INTERPRETING SVC	12/06/2017	60.00	100-51200-219
Total VARELA, ALEJANDRO:				60.00	
WI DEPT OF TRANSPORTATION					
1156	WI DEPT OF TRANSPORTATIO	MILWAUKEE ST/RECONSTRUCTION	12/06/2017	9,426.20	450-54000-880
1156	WI DEPT OF TRANSPORTATIO	CLAY ST/RECONSTRUCTION	12/06/2017	3,668.58	450-54000-836
Total WI DEPT OF TRANSPORTATION:				13,094.78	
WILLISON, DONALD					
457	WILLISON, DONALD	STORMWATER/#449 REPAIRS	12/06/2017	180.00	630-63600-352
Total WILLISON, DONALD:				180.00	
Grand Totals:				61,428.61	

Dated: 11/29/2017

Finance Director: STEVE HATTON

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.



Community Involvement & Cable TV Commission Meeting
August 17, 2017
5:30 pm
City Manager's Conference Room
Municipal Building-2nd Floor
312 W Whitewater St
Whitewater, WI 53190

MINUTES

1. Call to order and roll call.

Meeting was called to order by Kristin Mickelson at 5:35 pm. The meeting was held in the City Manager's Meeting Room on the 2nd Floor of the Municipal Building, Whitewater, WI 53190.

Present: Jeanine Fassl, Lynn Binnie, Jim Stewart, Lisa Dawsey-Smith

Absent: Jean Linus

Others: Kristin Mickelson- PR & Communications Manager

2. Election of Officers- Chair and Vice Chair

Motion by Binnie, Second by Stewart to move the election of officers to next agenda:

Aye: All via voice vote (4)

Nay: None

3. Establish and confirm regular scheduled meetings.

Motion by Stewart, Second by Fassl to keep meetings quarterly unless something specific requires an earlier meeting time. The date for the next meeting was determined for Thursday, October 19th at 5pm in City Manager's Conference Room, Municipal Building-2nd Floor.

Aye: All via voice vote (4)

Nay: None

4. Discussion and confirmation of Commission's name.

Binnie stated he recognizes and appreciates funding from the TV service and those subscribing to the enterprise so it only fair to keep Cable TV in the name.

Fassl stated "Community Outreach" could be a possibility and states the March 31st document of the ordinance does not have "Cable TV" in the name of the commission.

Binnie stated multiple committees were created at the same time and it was impetuous for this group to elicit folks to step up and apply for positions. We have had difficulty recruiting members of commissions.

Fassl stated there was a need for more people to join commissions and we will need a lot of media.

Dawsey-Smith stated social media helps to a point.

Stewart suggested Community Communications & Cable TV Commission.

Motion by Stewart, second by Fassl to review the ordinance and discuss at the next meeting.

Aye: All via voice vote (4)

Nay: None

5. Discussion and summary of PR & Communications Manager's work since arrival in February along with future goals.

City staff, Mickelson, discussed projects worked on since arrival including:

- Maintenance and changes to the White Building
- Processes were evaluated and changed according to filming needs and requests
- Hours of staff were modified to complete backlog of work needed to be completed
- Working with Tim Nobling to replace projector and screen in Community Room, replace Lexus Nexus Leightonix and move it to Community Room Control Room, update all equipment in Community Room Control Room, update computer software at White Building to edit programs
- Begin process to update current website and search for possible third party websites
- Social media (Facebook and Twitter) updates along with research to Nixle, Nextdoor, Meltwater, Instagram, Snapchat and more.
- Worked with police department to update their social media sites and understand their practices for public notices/press releases
- Sent press releases to local media and had a few interviews including with Michael Klisch WFAW.
- Was introduced to Polco; worked with council and city manager to create policy, promotions and questions; worked with Polco directly through email, phone, meetings and group meetings to discuss launch and best practices.

During the discussion of Polco, we talked about removing other municipalities, sharing this information on the banner as it is already on the Facebook page and website and promoted on radio. Mickelson asked if there were any questions to add to the list to turn into council. No questions were given.

6. Discussion of current events.

Fassl stated September is a busy month including Move in day for students.

Dawsey-Smith stated Main Street festival and Run/Walk for Discover Whitewater was coming up and was a big weekend for the community on September 16th and 17th. Also mentioned was the Homecoming parade.

7. Brainstorm and open conversation.

The group talked about new events that could be created and solid traditional events that could be improved on including:

- December 1st/Christmas parade (Fassl)
- Possible changes to Downtown Whitewater for 4th of July (Dawsey-Smith)
- Communication audit with parade routes (Fassl)
- First day of public schools (Stewart)
- Translating items for Spanish speaking community members (Binnie)

Fassl left meeting at 6:41pm.

8. Future meeting topics

Stewart suggested discussing the budget and Cable TV programming.

9. Adjournment

Motion adjourned by Stewart at 7:24 pm, second by Dawsey-Smith.

Aye: All via voice vote (3)

Nay: None

Submitted by Kristin Mickelson, PR & Communications Manager



Community Involvement & Cable TV Commission Meeting
October 19, 2017
5 pm
City Manager's Conference Room
Municipal Building 2nd Floor
312 W Whitewater St
Whitewater, WI 53190

MINUTES

Meeting was declared cancelled due to lack of quorum at 5:10 pm.

Present: Jim Stewart, Lisa Dawsey-Smith
Absent: Jean Linus, Jeanine Fassl, Lynn Binnie,
Others: Kristin Mickelson- PR & Communications Manager

Next meeting scheduled for Thursday, November 9th, 2017 at 5:00 pm in the City Manager's Conference Room, 2nd Floor of the Municipal Building.

Submitted by Kristin Mickelson, PR & Communications Manager

Space Needs Assessment 2017

Updates from 2012

- Entry/Checkout area has been expanded from 3,126 sq ft to 4,414 sq ft. This includes the lobby; a small staffed customer service station; a self-service center with 2 self-charging stations, shelving for reserved materials and a printing/copying station; the staff work room; exterior materials return drops, both walk-up and drive-up; an automated materials handling room; a coffee corner, public restrooms; and a used-book sale area.
- Adult services has been reduced from 10,762 sq ft to 8,416 sq ft due to the elimination of 95% of print reference materials such as encyclopedias.
- Youth services has been reduced from 5,398 sq ft to 5,057 sq ft for the same reason while maintaining at least 5,000 sq ft as one of the library's bequests requires a minimum of 5,000 sq ft devoted to services for children.
- Meeting rooms have been expanded from 1,908 sq ft to 2,189 sq ft due to increasing demand for use of space for people to meet both for private study and for venues for non-library sponsored events.
- 957 sq ft have been set aside for our Maker Lab, which currently resides in a 120 sq ft room. This will allow for expanded services such as video and audio recording and STEM workshops and events.
- Staff services areas have been reduced from 3,478 sq ft to 2,467 sq ft due to our network and automation services being mostly handled remotely off-site.
- Nonassignable space for mechanicals, walls, plumbing, cabling, etc. has increased from 5,298 sq ft to 5,744 sq ft.

2012 gross area needed 29,969 sq ft

2017 gross area needed 30,551 sq ft

Current gross area 14,900 sq ft

Service areas were determined by community focus groups that were part of our strategic planning process in 2013.

IRVIN L. YOUNG PUBLIC LIBRARY (Whitewater, WI)

SPACE NEEDS SUMMARY

	Sq.ft.
ENTRY + ORIENTATION	4,414
ADULT SERVICES -- BROWSING	4,223
ADULT SERVICES -- NONFICTION	4,193
TEEN SERVICES	1,308
YOUTH SERVICES	5,057
MAKER LAB	957
MEETING ROOMS	2,189
STAFF SERVICES -- TECHNICAL SERVICES	897
STAFF SERVICES -- ADMINISTRATION	602
STAFF SERVICES -- OTHER	968
DESIGNATED NONASSIGNABLE	1,161
Sum of all department totals	25,969
Nonassignable / mech @ 5% of gross	1,528
Nonassignable / other @ 10% of gross	3,055
GROSS AREA NEEDED	30,551

IRVIN L. YOUNG PUBLIC LIBRARY (Whitewater, WI)

SPACE NEEDS SUMMARY

ENTRY + ORIENTATION	Sq.ft.
<i>Traffic dispersal</i>	300
<i>Customer service center</i>	315
<i>Self service center</i>	313
<i>Staff workroom</i>	1,285
<i>Mail room</i>	113
<i>Walk-up exterior book return (roomlet)</i>	90
<i>Drive-up exterior book return (roomlet)</i>	150
<i>Interior return / Automated materials handling (AMH) room</i>	275
<i>Coffee corner</i>	200
<i>Used book sale area</i>	100
ASSIGNABLE SPACE IN DEPT.	3,240
Nonassign allow (@ 10% of assign)	324
Allowance for entry vestibule / lobby	250
Allowance for public restrooms	600
DEPARTMENT TOTAL	4,414

ADULT SERVICES -- BROWSING	Sq.ft.
<i>Browsing / new materials</i>	240
<i>Browsing / magazines</i>	150
<i>Browsing / fiction</i>	1,961
<i>Browsing / large print</i>	329
<i>Browsing / world language</i>	147
<i>Browsing / media</i>	634
<i>Browsing / reader seating</i>	378
ASSIGNABLE SPACE IN DEPT.	3,839
Nonassign allow (@ 10% of assign)	384
DEPARTMENT TOTAL	4,223

ADULT SERVICES -- NONFICTION	Sq.ft.
<i>Nonfiction. / customer service center</i>	358
<i>Nonfiction. / NF.collection</i>	1,268
<i>Nonfiction. / reader seating</i>	1,105
<i>Nonfiction. / quiet reading room</i>	0
<i>Nonfiction. / small group study rooms.</i>	600
<i>Nonfiction. / local history & genealogy room.</i>	481
<i>Nonfiction. / dept staff workroom.</i>	0
ASSIGNABLE SPACE IN DEPT.	3,812
Nonassign allow (@ 10% of assign)	381
DEPARTMENT TOTAL	4,193

TEEN SERVICES	Sq.ft.
<i>Teens. / collections</i>	811
<i>Teens. / reader seating</i>	378
ASSIGNABLE SPACE IN DEPT.	1,189
Nonassign allow (@ 10% of assign)	119
DEPARTMENT TOTAL	1,308

YOUTH SERVICES	Sq.ft.
<i>YS / customer service center</i>	311
<i>YS / preschool collection.</i>	953
<i>YS / gradeschool collection</i>	815
<i>YS / world language</i>	189
<i>YS / media</i>	189
<i>YS / reader seating</i>	1,105
<i>YS / program room</i>	900
<i>YS / dept staff workroom.</i>	0
ASSIGNABLE SPACE IN DEPT.	4,461
Nonassign allow (@ 10% of assign)	446
Allowance for children's restrooms	150
DEPARTMENT TOTAL	5,057

MAKER LAB	Sq.ft.
<i>Maker lab ./ discovery center (room)</i>	680
<i>Maker storage room</i>	190
ASSIGNABLE SPACE IN DEPT.	870
Nonassign allow (@ 10% of assign)	87
DEPARTMENT TOTAL	957

MEETING ROOMS	Sq.ft.
<i>Meeting room.1</i>	1,275
<i>Meeting room.2</i>	440
<i>Kitchenette (room)</i>	100
<i>Table and chair storage (room)</i>	100
<i>Equipment storage (room)</i>	75
ASSIGNABLE SPACE IN DEPT.	1,990
Nonassign allow (@ 10% of assign)	199
Allowance for meeting room lobby*	0
Allowance for meeting room restrooms**	0
DEPARTMENT TOTAL	2,189

STAFF SERVICES -- TECHNICAL SERVICES	Sq.ft.
<i>Technical services department workroom</i>	705
<i>Technical services department storage room</i>	110
ASSIGNABLE SPACE IN DEPT.	815
Nonassign allow (@ 10% of assign)	82
DEPARTMENT TOTAL	897

STAFF SERVICES -- ADMINISTRATION	Sq.ft.
<i>Director's office</i>	220
<i>Friends of the Library office</i>	95
<i>Staff copy room</i>	158
<i>Records archive (roomlet)</i>	75
ASSIGNABLE SPACE IN DEPT.	548
Nonassign allow (@ 10% of assign)	55
DEPARTMENT TOTAL	602

STAFF SERVICES -- OTHER	Sq.ft.
<i>Staff lounge.(room) / .break room</i>	380
<i>Staff lockers.(room)</i>	95
<i>Maintenance workroom.</i>	405
ASSIGNABLE SPACE IN DEPT.	880
Nonassign allow (@ 10% of assign)	88
Allowance for staff restroom	150
DEPARTMENT TOTAL	968

DESIGNATED NONASSIGNABLE	Sq.ft.
<i>Staff entry.(room)</i>	75
<i>Receiving & delivery.(room)</i>	230
<i>Storage room -- general & miscellaneous</i>	180
<i>Storage room -- maintenance supplies.</i>	90
<i>Storage room -- office supplies</i>	60
<i>Storage room -- used book sale</i>	240
<i>Telecommunications equipment (roomlet).</i>	75
<i>Janitor's closet</i>	105
ASSIGNABLE SPACE IN DEPT.	1,055
Nonassign allow (@ 10% of assign)	106
DEPARTMENT TOTAL	1,161

Sum of all department totals 25,969

Nonassign / mech @ 5% of gross 1,528
Nonassign / other @ 10% of gross 3,055

GROSS AREA NEEDED 30,551

IRVIN L. YOUNG PUBLIC LIBRARY (Whitewater, WI)

COLLECTION DISTRIBUTION SUMMARY

	CURRENT HOLDINGS			PROJECTED HOLDINGS			
	Holdings	Pct of adult	Pct of total	Pct of total	Holdings	Pct in circ	Volumes to house
ADULT POPULAR							
New books - fiction	off inventory			varies	varies	varies	varies
New books - nonfiction	off inventory			varies	varies	varies	varies
Fiction	12,915	37.16%	21.99%	22.50%	18,000	5.00%	17,100
Paperbacks	3,375	9.71%	5.75%	5.50%	4,400	7.50%	4,070
Graphic novels	786	2.26%	1.34%	1.50%	1,200	7.50%	1,110
Large print	1,802	5.18%	3.07%	4.00%	3,200	10.00%	2,880
Other adult popular category?							0
TOTAL ADULT POPULAR	18,878	54.32%	32.14%	33.50%	26,800		
				33.50%			
ADULT NONFICTION							
Nonfiction	13,772	39.63%	23.45%	17.25%	13,800	5.00%	13,110
Oversize	off inventory					5.00%	0
Career	0	0.00%	0.00%	0.63%	500	5.00%	475
New reader / literacy	68	0.20%	0.12%	0.63%	500	5.00%	475
Other adult NF category?							0
Reference	off inventory					0.00%	0
Whitewater room	1,740	5.01%	2.96%	2.63%	2,100	0.00%	2,100
Genealogy	0	0.00%	0.00%	0.38%	300	0.00%	300
TOTAL ADULT NONFICTION	15,580	44.83%	26.53%	21.50%	17,200		
				21.50%			
ADULT SPANISH							
Spanish fiction	89	0.26%	0.15%	0.38%	300	5.00%	285
Spanish nonfiction	208	0.60%	0.35%	0.63%	500	5.00%	475
TOTAL ADULT SPANISH	297	0.85%	0.51%	1.00%	800		
				1.00%			
TOTAL ADULT PRINT	34,755	100%	59.18%	56.00%	44,800		
				56.00%			

SHELVING ENVIRONMENT

Height of shelves	# of shelves	Capacity factor	Lin.ft. usable	Vol per lin.ft.	Vol per unit	Vol to house	Units reqd	Aisle width	Sq.ft. per unit	Sq.ft. needed
60"		Biblomodel or equal (see below)				varies	8	60" (b)	15.00	120
60"		Biblomodel or equal (see below)				varies	8	60" (b)	15.00	120
72"	5.0 C1	75.00%	11.25	10.00	113	17,100	152	42" (a)	10.50	1,596
72"	7.0 C4	Zig-zag insert				175	24	42" (a)	10.50	252
72"	5.0 C1	75.00%	11.25	20.00	225	1,110	6	42" (a)	10.50	63
72"	4.0 C1	75.00%	9.00	12.00	108	2,880	28	42" (a)	10.50	294
72"	6.0	80.00%	14.40	12.00	173	0	0	42" (a)	10.50	0
72"	4.9 C1	75.00%	11.03	11.25	124	13,110	106	42" (a)	10.50	1,113
72"	4.0 C2						2	42" (a)	10.50	21
72"	5.0 C1	75.00%	11.25	11.25	127	475	4	42" (a)	10.50	42
72"	5.0 C1	75.00%	11.25	11.25	127	475	4	42" (a)	10.50	42
72"	6.0	80.00%	14.40	12.00	173	0	0	42" (a)	10.50	0
72"	5.0 C1						2	42" (a)	10.50	21
72"	5.0 C1	75.00%	11.25	11.25	127	2,100	18	42" (a)	10.50	189
72"	5.0 C1	75.00%	11.25	11.25	127	300	4	42" (a)	10.50	42
72"	5.0 C1	75.00%	11.25	10.00	113	285	4	42" (a)	10.50	42
72"	5.0 C1	75.00%	11.25	11.25	127	475	4	42" (a)	10.50	42

(a) 42" aisle + 12" base = 66" o.c.; $5.5 \times 3 \times 1.25 \div 2 = 10.50$ sq.ft. per unit

(b) 60" aisle + 15" base = 90" o.c.; $7.5 \times 3 \times 1.25 \div 2 = 15.00$ sq.ft. per unit

IRVIN L. YOUNG PUBLIC LIBRARY (Whitewater, WI)**COLLECTION DISTRIBUTION SUMMARY**

	CURRENT HOLDINGS			PROJECTED HOLDINGS			
	Holdings	Pct of YA	Pct of total	Pct of total	Holdings	Pct in circ	Volumes to house
YOUNG ADULT							
YA paperbacks	573	11.34%	0.98%	1.25%	1,000	7.50%	925
YA fiction	1,676	33.16%	2.85%	3.75%	3,000	7.50%	2,775
YA graphic novels	360	7.12%	0.61%	2.00%	1,600	10.00%	1,440
YA nonfiction	2,446	48.39%	4.16%	3.00%	2,400	5.00%	2,280
Other YA category?							0
Other YA category?							0
TOTAL YA PRINT	5,055	100%	8.61%	10.00%	8,000		
				10.00%			

SHELVING ENVIRONMENT										
Height of shelves	# of shelves	Capacity factor	Lin.ft. usable	Vol per lin.ft.	Vol per unit	Vol to house	Units reqd	Aisle width	Sq.ft. per unit	Sq.ft. needed
72"	7.0 C4	Zig-zag insert			175	925	6	42" (a)	10.50	63
72"	5.0 C1	75.00%	11.25	10.00	113	2,775	26	42" (a)	10.50	273
72"	5.0 C1	75.00%	11.25	20.00	225	1,440	8	42" (a)	10.50	84
72"	5.0 C1	75.00%	11.25	11.25	127	2,280	18	42" (a)	10.50	189
72"	6.0	80.00%	14.40	12.00	173	0	0	42" (a)	10.50	0
72"	6.0	80.00%	14.40	12.00	173	0	0	42" (a)	10.50	0

- (a) 42" aisle + 12" base = 66" o.c.; $5.5 \times 3 \times 1.25 \div 2 =$
10.50 sq.ft. per unit
- (b) 60" aisle + 15" base = 90" o.c.; $7.5 \times 3 \times 1.25 \div 2 =$
15.00 sq.ft. per unit

IRVIN L. YOUNG PUBLIC LIBRARY (Whitewater, WI)

COLLECTION DISTRIBUTION SUMMARY

	CURRENT HOLDINGS			PROJECTED HOLDINGS			
	Holdings	Pct of youth	Pct of total	Pct of total	Holdings	Pct in circ	Volumes to house
YS PRESCHOOL							
New books -- preschool	off inventory			varies	varies	varies	varies
YS tots -- board books	551	2.91%	0.94%	1.00%	800	15.00%	680
YS picture books	5,426	28.68%	9.24%	9.75%	7,800	12.50%	6,825
YS easy readers	1,245	6.58%	2.12%	2.25%	1,800	15.00%	1,530
YS beginning chapter books	471	2.49%	0.80%	1.00%	800	10.00%	720
YS big books	off inventory			varies	varies	varies	varies
YS Newberys & Caldecotts	off inventory			varies	varies	varies	varies
Other YS preschool category?							0
TOTAL YS PRESCHOOL	7,693	40.66%	13.10%	14.00%	11,200		
				14.00%			
YS GRADESCHOOL							
New books -- gradeschool	off inventory			varies	varies	varies	varies
YS fiction	2,392	12.64%	4.07%	4.00%	3,200	10.00%	2,880
YS paperback series	1,914	10.12%	3.26%	3.25%	2,600	7.50%	2,405
YS graphic novels	521	2.75%	0.89%	1.00%	800	15.00%	680
YS large print	off inventory			varies	varies	varies	varies
YS nonfiction	5,754	30.41%	9.80%	9.75%	7,800	5.00%	7,410
YS oversize	off inventory			varies	varies	varies	varies
YS reference	off inventory			varies	varies	varies	varies
Other YS gradeschool category?							0
TOTAL YS GRADESCHOOL	10,581	55.93%	18.02%	18.00%	14,400		
				18.00%			
YS SPANISH							
YS Spanish picture books	269	1.42%	0.46%	0.75%	600	5.00%	570
YS Spanish nonfiction	279	1.47%	0.48%	0.75%	600	5.00%	570
YS Spanish fiction	97	0.51%	0.17%	0.50%	400	5.00%	380
TOTAL YS SPANISH	645	3.41%	1.10%	2.00%	1,600		
				2.00%			
TOTAL YS PRINT	18,919	100.0%	32.21%	34.00%	27,200		
				34.00%			
TOTAL PRINT	58,729		100%	100.00%	80,000		

SHELVING ENVIRONMENT

Height of shelves	# of shelves		Capacity factor	Lin.ft. usable	Vol per lin.ft.	Vol per unit	Vol to house	Units reqd	Aisle width	Sq.ft. per unit	Sq.ft. needed
48"	Biblmodel or equal (see below)						varies	2	42" (a)	10.50	21
48"	Browsing bin / Biblmodel or equal (see below)						680	3	42" (a)	10.50	36
48"	3.0	E1	75.00%	6.75	24.00	200	6,825	36	42" (a)	10.50	378
48"	4.0	E2	75.00%	9.00	22.00	200	1,530	8	42" (a)	10.50	84
48"	4.0	E2	75.00%	9.00	18.00	162	720	6	42" (a)	10.50	63
48"	Custom-built display						varies	2	42" (a)	10.50	21
48"	3.0	E1					varies	4	42" (a)	10.50	42
72"	6.0		80.00%	14.40	12.00	173	0	0	42" (a)	10.50	0
60"	Biblmodel or equal (see below)						varies	2	42" (a)	10.50	21
60"	5.0	D1	75.00%	11.25	14.00	158	2,880	20	42" (a)	10.50	210
60"	5.0	D1	75.00%	11.25	20.00	225	2,405	12	42" (a)	10.50	126
60"	5.0	D1	75.00%	11.25	20.00	225	680	4	42" (a)	10.50	42
60"	5.0	D1	75.00%					2	42" (a)	10.50	21
60"	5.0	D1	75.00%	11.25	24.00	270	7,410	28	42" (a)	10.50	294
60"	4.0	D1	75.00%				varies	2	42" (a)	10.50	21
60"	5.0	D1	75.00%				varies	2	42" (a)	10.50	21
72"	6.0		80.00%	14.40	12.00	173	0	0	42" (a)	10.50	0
60"	5.0	D1	75.00%	11.25	24.00	270	570	4	42" (a)	10.50	42
60"	5.0	D1	75.00%	11.25	20.00	225	570	4	42" (a)	10.50	42
60"	5.0	D1	75.00%	11.25	14.00	158	380	4	42" (a)	10.50	42

- (a) 42" aisle + 12" base = 66" o.c.; $5.5 \times 3 \times 1.25 \div 2 = 10.50$ sq.ft. per unit
- (b) 60" aisle + 15" base = 90" o.c.; $7.5 \times 3 \times 1.25 \div 2 = 15.00$ sq.ft. per unit

IRVIN L. YOUNG PUBLIC LIBRARY (Whitewater, WI)
COLLECTION DISTRIBUTION SUMMARY

	CURRENT HOLDINGS			PROJECTED HOLDINGS			
	Holdings		Pct of total	Pct of total	Holdings	Pct in circ	Items to house
ADULT NONPRINT							
Video -- blu-ray	322		2.02%	25.00%	5,000	17.50%	4,125
Video -- DVD	7,332		45.92%	25.00%	5,000	10.00%	4,500
Audiobook -- Playaway	620		3.88%	3.00%	600	12.50%	525
Audiobook -- CD	2,024		12.68%	12.00%	2,400	10.00%	2,160
CDs	3,140		19.66%	17.75%	3,550	7.50%	3,284
Videogames	71		0.44%	0.50%	100	12.50%	88
Other adult nonprint category?							0
Spanish video -- blu-ray	0		0.00%	0.50%	100	12.50%	88
Spanish video -- DVD	148		0.93%	0.50%	100	12.50%	88
Spanish audiobook -- CD	31		0.19%	0.25%	50	5.00%	48
TOTAL ADULT	13,688		85.72%	84.50%	16,900		
YOUNG ADULT NONPRINT							
YA audiobook -- Playaway	187		1.17%	1.75%	350	5.00%	333
YA audiobook -- CD	272		1.70%	1.75%	350	5.00%	333
YA games	62		0.39%	0.50%	100	5.00%	95
YA video	383		2.40%	3.00%	600	10.00%	540
YA CD	101		0.63%	0.50%	100	10.00%	90
TOTAL YA NONPRINT	1,005		6.29%	7.50%	1,500		
				7.50%			

SHELVING ENVIRONMENT

Height of shelves	# of shelves	Capacity factor	Lin.ft. usable	Items per lin.ft.	Items per unit	Items to house	Units reqd	Aisle width	Sq.ft. per unit	Sq.ft. needed
60"	4.0 D1a	Items per bin ----->		126.00	504	4,125	10	42" (a)	10.50	105
60"	4.0 D1a	Items per bin ----->		84.00	336	4,500	14	42" (a)	10.50	147
60"	5.0 D4	Zig-zag insert			125	525	6	42" (a)	10.50	63
60"	5.0 D4	Zig-zag insert			125	2,160	18	42" (a)	10.50	189
60"	4.0 D1a	Items per bin ----->		126.00	504	3,284	8	42" (a)	10.50	84
60"	4.0 D1a	Items per bin ----->		126.00	504	88	2	42" (a)	10.50	21
60"	5.0	80.00%	12.00	12.00	144	0	0	42" (a)	10.50	0
60"	4.0 D1a	Items per bin ----->		126.00	504	88	2	42" (a)	10.50	21
60"	4.0 D1a	Items per bin ----->		84.00	336	88	2	42" (a)	10.50	21
60"	5.0	80.00%	12.00	12.00	144	48	2	42" (a)	10.50	21
60"	5.0 D4	Zig-zag insert			125	333	4	42" (a)	10.50	42
60"	5.0 D4	Zig-zag insert			125	333	4	42" (a)	10.50	42
60"	4.0 D1a	Items per bin ----->		84.00	336	95	2	42" (a)	10.50	21
60"	4.0 D1a	Items per bin ----->		84.00	336	540	2	42" (a)	10.50	21
60"	4.0 D1a	Items per bin ----->		126.00	504	90	2	42" (a)	10.50	21

- (a) 42" aisle + 12" base = 66" o.c.; $5.5 \times 3 \times 1.25 \div 2 = 10.50$ sq.ft. per unit
- (b) 60" aisle + 15" base = 90" o.c.; $7.5 \times 3 \times 1.25 \div 2 = 15.00$ sq.ft. per unit

IRVIN L. YOUNG PUBLIC LIBRARY (Whitewater, WI)
COLLECTION DISTRIBUTION SUMMARY

	CURRENT HOLDINGS			PROJECTED HOLDINGS			
	Holdings		Pct of total	Pct of total	Holdings	Pct in circ	Items to house
CHILDREN'S NONPRINT							
YS video -- blu-ray	0		0.00%	0.25%	50	15.00%	43
YS video -- DVD	30		0.19%	0.25%	50	12.50%	44
YS audiobook -- Playaway	161		1.01%	1.00%	200	15.00%	170
YS audiobook -- CD	311		1.95%	2.00%	400	5.00%	380
YS CDs	463		2.90%	2.75%	550	7.50%	509
YS kits	158		0.99%	0.50%	100	7.50%	93
YS puzzles	43		0.27%	0.25%	50	7.50%	46
YS games	79		0.49%	0.25%	50	7.50%	46
Spanish j video -- blu-ray	0		0.00%	0.25%	50	5.00%	48
Spanish j video -- DVD	30		0.19%	0.25%	50	5.00%	48
Spanish J kits	0		0.00%	0.25%	50	5.00%	48
TOTAL CHILD NONPRINT	1,275		7.98%	8.00%	1,600		
				8.00%			
TOTAL NONPRINT	15,968		100%	100.00%	20,000		

SHELVING ENVIRONMENT										
Height of shelves	# of shelves	Capacity factor	Lin.ft. usable	Items per lin.ft.	Items per unit	Items to house	Units reqd	Aisle width	Sq.ft. per unit	Sq.ft. needed
60"	4.0 D1a	Items per bin ----->		126.00	504	43	2	42" (a)	10.50	21
60"	4.0 D1a	Items per bin ----->		84.00	336	44	2	42" (a)	10.50	21
60"	5.0 D4	Zig-zag insert			125	170	2	42" (a)	10.50	21
60"	5.0 D4	Zig-zag insert			125	380	4	42" (a)	10.50	42
60"	4.0 D1a	Items per bin ----->		126.00	504	509	2	42" (a)	10.50	21
60"	4.0 D6	75.00%	9.00	12.00	108	93	2	42" (a)	10.50	21
60"		Stacey: Need to identify shelving strategy					2	42" (a)	10.50	21
60"	4.0 D1a	Items per bin ----->		126.00	504	46	2	42" (a)	10.50	21
60"	4.0 D1a	Items per bin ----->		126.00	504	48	2	42" (a)	10.50	21
60"	4.0 D1a	Items per bin ----->		84.00	336	48	2	42" (a)	10.50	21
60"	4.0 D6	75.00%	9.00	12.00	108	48	2	42" (a)	10.50	21

- (a) 42" aisle + 12" base = 66" o.c.; $5.5 \times 3 \times 1.25 \div 2 = 10.50$ sq.ft. per unit
- (b) 60" aisle + 15" base = 90" o.c.; $7.5 \times 3 \times 1.25 \div 2 = 15.00$ sq.ft. per unit

IRVIN L. YOUNG PUBLIC LIBRARY (Whitewater, WI)

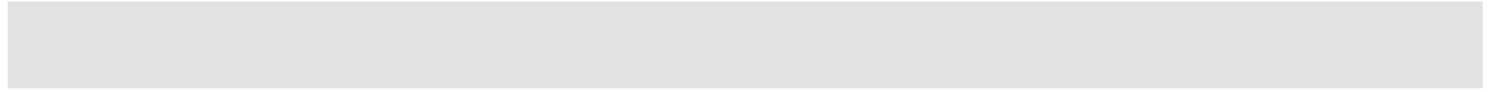
COLLECTION DISTRIBUTION SUMMARY

	CURRENT HOLDINGS			PROJECTED HOLDINGS			
	Holdings		Pct of total	Pct of total	Holdings	Pct in circ	Titles to house
MAGAZINES							
Adult magazines	123		86.01%	82.00%	82	0.00%	82
Adult newspapers	12		8.39%	10.00%	10	0.00%	10
Young adult magazines	5		3.50%	5.00%	5	0.00%	5
Children's magazines	3		2.10%	3.00%	3	0.00%	3
Other magazine category?							0
TOTAL MAGAZINES	143		100%	100%	100		



Magazine display throughout assumes use of Magbox display (see image at left)

Magbox presents the current issue in a slot on the front of the box, with back issues in the box behind. Because most libraries today maintain only the briefest of back runs, this effectively consolidates current issue display and back issue storage. Kind of like the old flip-up magazine display shelves, only IMHO better



SHELVING ENVIRONMENT										
Height of shelves	# of shelves	Capacity factor	Lin.ft. usable	Vol per lin.ft.	Vol per unit	Vol to house	Units reqd	Aisle width	Sq.ft. per unit	Sq.ft. needed
60"	4.0 D2	100.00%	12.00	1.00	12	82	8	60" (b)	15.00	120
60"	4.0 D2	100.00%	12.00	0.67	8	10	2	60" (b)	15.00	30
60"	4.0 D2	100.00%	12.00	1.00	12	5	2	60" (b)	15.00	30
60"	4.0 D2	100.00%	12.00	1.00	12	3	2	60" (b)	15.00	30
60"	4.0	100.00%	12.00	12.00	144	0	0	60" (b)	15.00	0

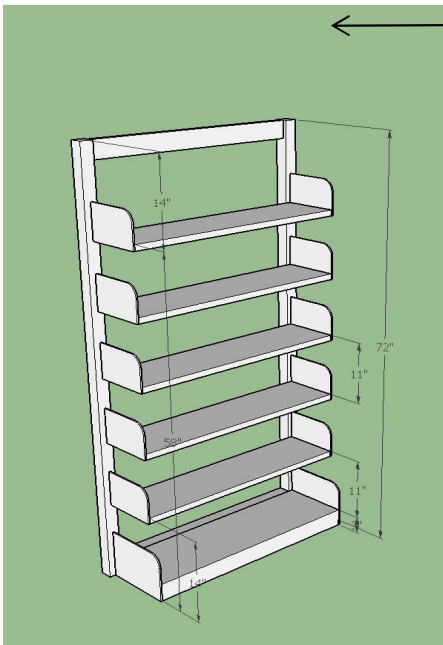
- (a) 42" aisle + 12" base = 66" o.c.; $5.5 \times 3 \times 1.25 \div 2 = 10.50$ sq.ft. per unit
- (b) 60" aisle + 15" base = 90" o.c.; $7.5 \times 3 \times 1.25 \div 2 = 15.00$ sq.ft. per unit

COLLECTION NOTES:



New book display
Biblomodel (shown) or equal
60" tall

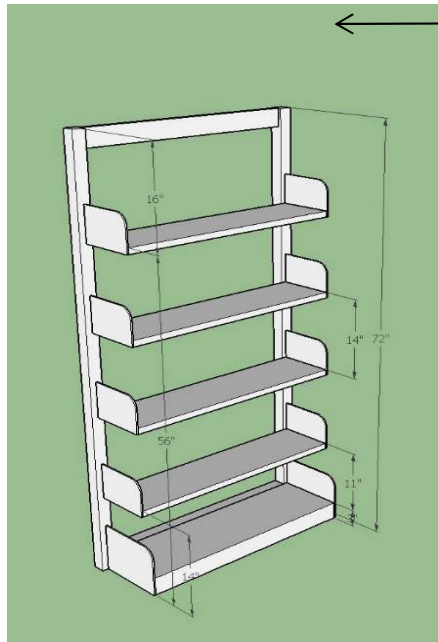
This configuration is used in
New materials display (note: lower, 48" display for new
preschool books)



(C1) 72" frame
11" interval shelf to shelf ($\pm 10"$ clear)
Base shelf NOT used
Lowest used shelf 14" above floor
Top shelf 58" above floor
Five shelves per unit

Can make local adjustments in shelf-to-shelf
interval $\pm 1"$ or $2"$, as needed

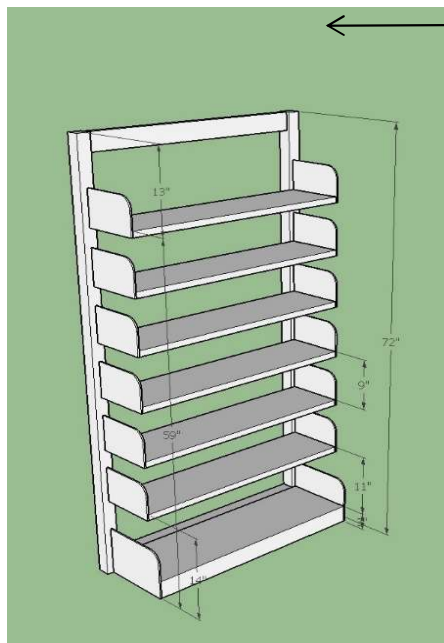
This configuration is used in
Ad fiction, Ad pbks, Ad large print (top shelf NOT installed),
Ad graphic novels, Ad nonfiction (see also C2, following)



- (C2) 72" frame
 14" interval shelf to shelf ($\pm 13"$ clear)
 Base shelf NOT used
 Lowest used shelf 14" above floor
 Top shelf 56" above floor
 Four shelves per unit

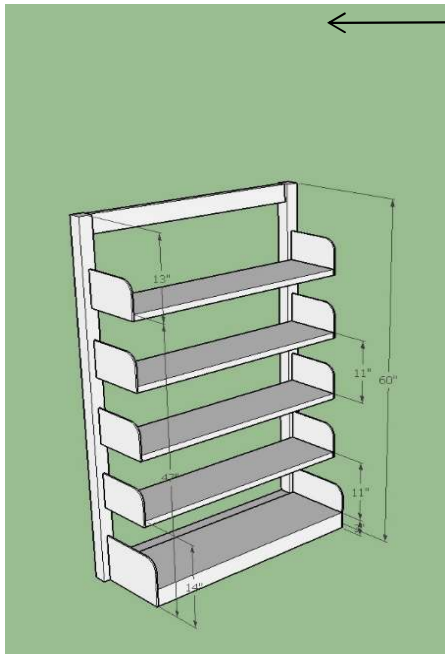
Can make local adjustments in shelf-to-shelf interval $\pm 1"$ or $2"$, as needed

This configuration is used in
 Ad nonfiction (for 10% of shelving units, with C1 for 90%,
 resulting in a blended rate of 4.9 shelves per unit on average)
 Ad oversize



- (C4) 72" frame
 9" interval shelf to shelf ($\pm 8"$ clear)
 Base shelf NOT used
 Lowest used shelf 14" above floor
 Top shelf 59" above floor
 Seven shelves per unit

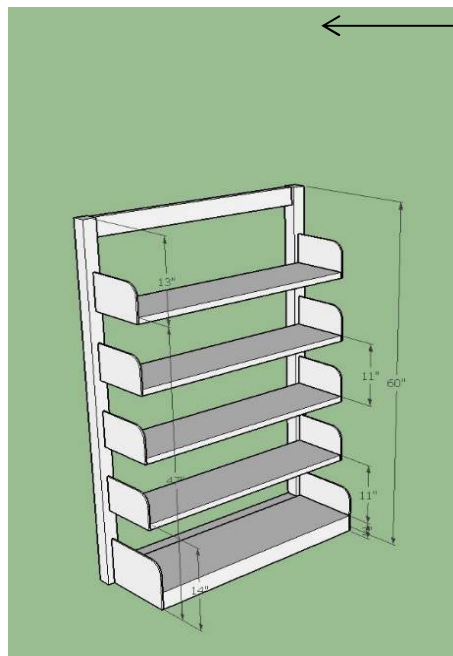
This configuration is used for
 Ad paperbacks (with zig-zag shelf insert), YA paperbacks
 (with zig-zag shelf insert)



(D1)

60" frame
11" interval shelf to shelf ($\pm 10"$ clear)
Base shelf USED
Lowest used shelf 3" above floor
Top shelf 47" above floor
Five shelves per unit

This configuration is used in
YS fiction, YS paperbacks, YS graphic novels, YS large print
YS nonfiction, YS oversize, YS reference

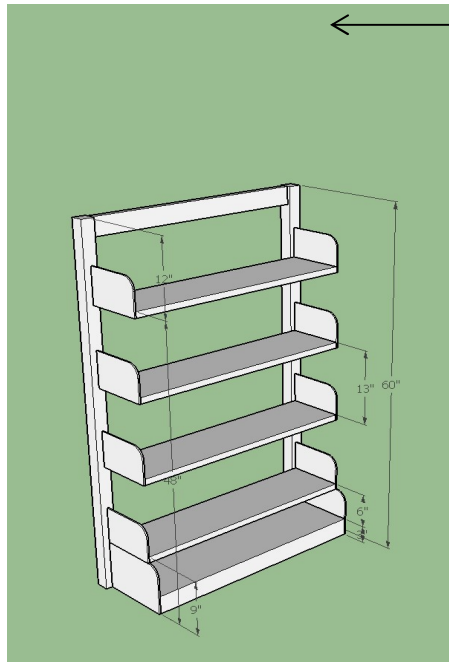


(D1a)

60" frame
11" interval shelf to shelf ($\pm 10"$ clear)
Base shelf USED
Lowest used shelf 3" above floor
Top shelf 47" above floor
Four shelves per unit
Pullout browsing box used in lieu of standard shelf



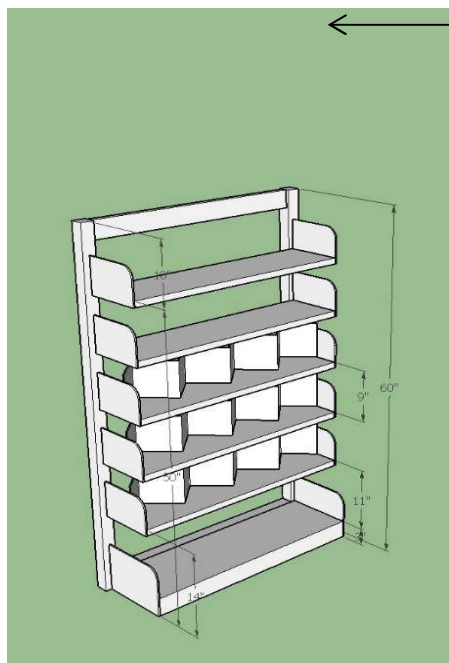
This configuration is used in:
DVD/Blu-ray display, CD display, games



- (D2) 60" frame
 13" interval shelf to shelf ($\pm 12"$ clear)
 Base shelf NOT used
 Lowest used shelf 9" above floor
 Top shelf 48" above floor
 Four shelves per unit

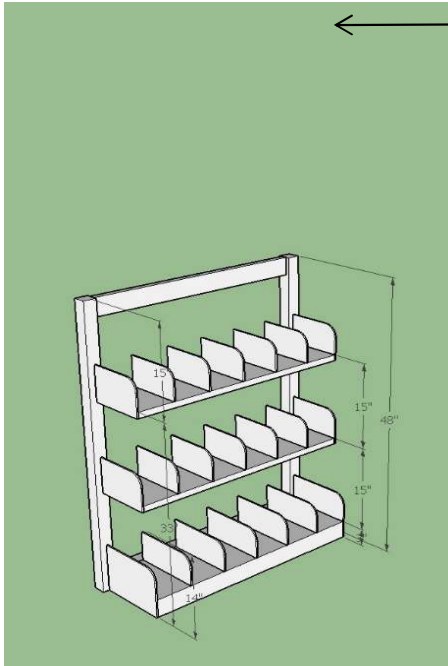
This configuration is used for
 Magazine / newspaper display

NOTE: Accessibility guidelines impose a 54" maximum
 vertical reach



- (D4) 60" frame
 9" interval shelf to shelf ($\pm 8"$ clear)
 Base shelf NOT used
 Lowest used shelf 14" above floor
 Top shelf 50" above floor
 Five shelves per unit

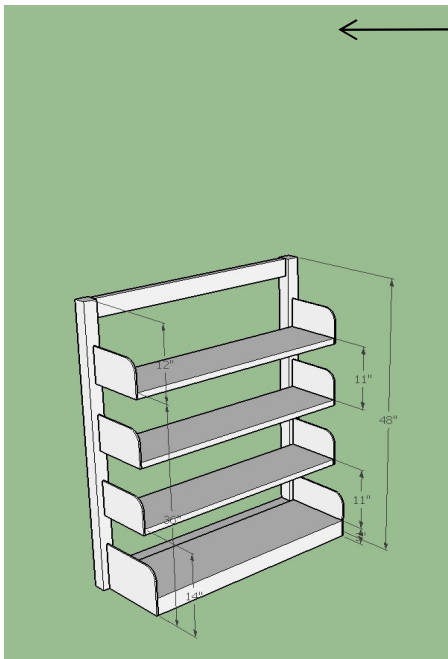
This configuration is used for
 Audioboks + Playaways (with zig-zag shelf insert)



(E1)

48" frame
15" interval shelf to shelf ($\pm 14"$ clear)
Base shelf USED
Lowest used shelf 3" above floor
Top shelf 33" above floor
Three shelves per unit

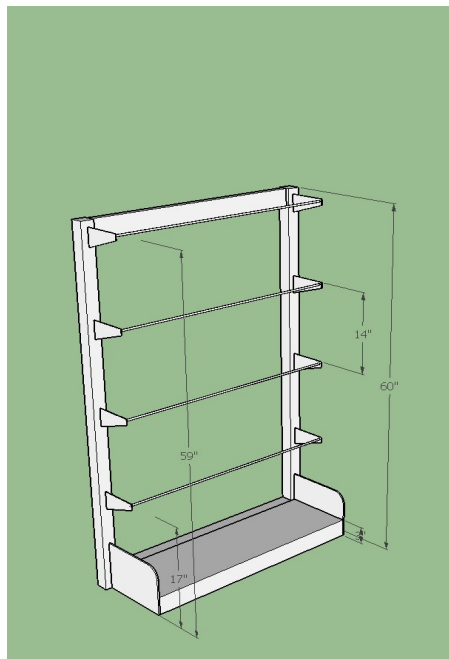
This configuration is used for
YS picture books



(E2)

48" frame
11" interval shelf to shelf ($\pm 10"$ clear)
Base shelf USED
Lowest used shelf 3" above floor
Top shelf 36" above floor
Four shelves per unit

This configuration is used for
YS easy readers, YS chapter books



- (D6) 60" frame
 14" interval
 Base shelf NOT used
 Bar in lieu of shelf
 Lowest used bar 17" above floor
 Top bar 59" above floor
 Four bars per unit

This configuration is used for
 Kits (hanging bags)



- Board book display
 Biblmodel (shown) or equal
 48" tall

IRVIN L. YOUNG PUBLIC LIBRARY (Whitewater, WI)	#	Sq.ft.	Sq.ft.	Area
SPACE NEEDS DETAIL BY FUNCTIONAL AREA	units	per	needed	needed

ENTRY + ORIENTATION

Entry vestibule

FUNCTION: The entrance lobby is the transition between the exterior environment and the interior. An airlock vestibule provides a buffer between exterior conditions and the interior. Appropriate signs provide directional guidance and begin the user's orientation to the library. The entry lobby is the first space the user encounters as one enters the building. Further specifications and space allowances for this functional area are described with the department's associated nonassignable allowances, listed at the end of the "Entry & Orientation" section, below.

Traffic dispersal

FUNCTION: This area provides an orientation for the patron. It's an open area from which a patron can identify major public service points, in particular the customer service desk, and determine the routes to public areas in the library. Sensors for the library's theft detection system are located here.

LOCATION:

NOTES: Open, spacious, uncluttered
Mobility of furnishings and fixtures is critical, to accommodate periodic reconfiguration of this space throughout the year, as needed.
There is a certain amount of open floor area provided here at the entry -- the orientation area -- serving two purposes: (1) to offer patrons a chance to orient themselves to the interior organization of the library and (2) to create a sense of spaciousness upon entry into the library

Special use:	Orientation area	1	200.00	200
	Theft detection system sensors	1	100.00	100
	Literature display racks (wall mount)	0	15.00	0
	"You are here" map (wall mounted)	0	15.00	0
	Community bulletin board	1	0.00	0
	Other????	0	0.00	0

FUNCTIONAL AREA TOTAL S.F. 300

Customer service center

NOTE:
The library is taking an atypical tack with regard to technology access. In lieu of developing a conventional technology center or information commons, distributing banks of PCs into the adult dept, teen area and children's dept, the library circulates laptops and tablets for public use. The program accommodates this practice by placing dispenser machines at convenient locations throughout the building. Two such devices are associated with the customer service desk, on the assumption that (a) users are likely to want to pick up a laptop (technology access point) as they enter the building and (b) users may need staff support as they borrow the device.

FUNCTION: The customer service station is the principal public service point on the entry level. Staff at this desk will be available to assist patrons with account maintenance issues (overdues, lost materials, updating contact information, etc.), placing holds, taking new registrations and renewals.
Staff stationed here will provide trouble-shooting support for the self-service charging stations located nearby.

LOCATION:

NOTES: See discussion of Customer Service Desks on the "Notes" page.

Throughout the library, public service desks should avoid monumental design, and instead favor approachable settings that encourage the user to interact with the staff. No barriers, no clutter. The service desk used at the public library in Goteborg, Sweden may serve as a general model of the characteristics to fashion in the public service points for the Whitewater library.

A secure cash register / drawer is incorporated into the kiosk at this location.

Staffing:	Public service kiosk to support two staff	(network access)	1	250.00	250
Special use:	Laptop / tablet vending machine	(network access)	2	32.50	65
	Video message flatscreen / media wall		1	0.00	0

NOTE:

Distribute similar video message flatscreens throughout the public service areas of the library.

FUNCTIONAL AREA TOTAL S.F. 315

Self service center

FUNCTION: Library patrons will use terminals in this area to check-out their own library materials for loan. This program anticipates that the great majority of circulation transactions -- upwards of 90% -- will be accommodated using RFID self-service charging technologies.
Two self-service charging stations are provided here.
The self service center also houses holds for patron pick-up.

LOCATION:

NOTES: Photocopier / print, and fax in an alcove that is part of this area.

There is also a "quick print" station for users who merely need to print a file. This station is a conventional computer / technology station at standing height, that ties into the nearby multi-function copier / printer.

Special use:	Self-charging stations	(network access)	2	45.00	90
	Queue of 3 per self-charge station		6	5.00	30
	Shelving for holds		6	12.50	75
	Quick print station	(network access)	1	32.50	33
	Public photocopier / scanner / printer	(network access)	1	45.00	45
	Self-service fax machine	(network access)	1	12.50	13
	Coin changer		1	12.50	13
	Literature display rack		1	15.00	15

FUNCTIONAL AREA TOTAL S.F. 313

Staff workroom

NOTE:

Public service staff is combined into a single back-of-house workroom, in part to avoid duplicating space for

some workroom support furnishings (copiers, etc.) in multiple workrooms.
Co-location improves cross-talk and coordination among departments. It also improves the library's flexibility to adapt to shifting emphases in staffing levels over time.

FUNCTION: The staff workroom provides a behind-the-scenes space where circulation staff can pursue record maintenance and related reporting tasks. Material can be checked in here.
Recently returned and discharged material is sorted here and organized to be returned to the shelves.
In addition, this workroom supports back-of-house workspace for adult and children's staff.
Public service staff have workspace in this room where they can concentrate without interruption on selecting new materials for the collection, meeting with vendors and book sale representatives, arranging program activities, and preparing handouts and similar materials.

LOCATION:

NOTES: A typical work place will support a writing surface, a work station (computer) surface, and a task chair.
Many, if not most, staff stations will be deployed in an office landscape furnishings setting.
Filing cabinets or shelving or a combination of both are provided as needed.
An assembly table is a large flat work surface (3'x6'? 3'x 8'?) where staff can spread out a project with enclosed storage provided below
Ideally, the assembly table can be adjusted up and down to better support a variety of operations.

Staffing:	ILL station	(network access)	1	75.00	75
	Mending station	(network access)	1	75.00	75
	AV cleaning & repair station		1	75.00	75
	Paging / shelving station		2	75.00	150
	Adult staff work stations / desks	(network access)	3	75.00	225
	Adult services librarian	(network access)	1	100.00	100
	YS staff work stations / desks	(network access)	2	75.00	150
	Youth services head	(network access)	1	100.00	100
Special use:	Network printer		1	15.00	15
	Assembly table (storage below)		1	80.00	80
	Shelving for departmental storage, supplies, collections		4	12.50	50
	Shelving / storage for Achen collection		4	12.50	50
	Shelving / storage for maker space supplies		4	12.50	50
	Supplies cabinets		6	15.00	90
FUNCTIONAL AREA TOTAL S.F.					1,285

Mail room

FUNCTION: Incoming mail is received and sorted here. Outgoing mail is prepared for shipment.

LOCATION:

NOTES:

Special use:	Mail preparation counter / postage meter		1	35.00	35
	Mail sorting		1	35.00	35
	Mail slots / bins		35	0.50	18
	Sink & counter		1	25.00	25

FUNCTIONAL AREA TOTAL S.F. 113

Walk-up exterior book return (roomlet)

FUNCTION: This exterior book drop is a secure, vandal-resistant space in the library that receives materials returned by library patrons. For the patron's convenience, an exterior return slot is provided here for those patrons who prefer to return borrowed materials without coming into the library, or who seek to return materials when the library is closed.

LOCATION: The preferred location for this return is next to the front door of the library.

NOTES: Although this materials return is described as a manual operation, in an ideal setting ALL return points will be connected directly to the Automated Materials Handling machine by conveyors. At each return point a patron would deposit items individually on a conveyor belt in a wall-mounted slot and the belt will then draw the returned items into the system for check-in and pre-sort. However, budget constraints and/or physical limitations in the layout of a conveyor may make it impossible to connect all induction / return points directly to the AMH. In that case, the return points that cannot be connected to the AMH will be designed for manual operation: return slots on the "public" side of the wall will allow patrons to deposit materials, which pass along a short chute through the wall, where they drop into a bin in a small room on the "staff" side of the wall. At each manual return, there may be up to three return slots, one designated for adult books, one for children's books, and one for nonprint items. Periodically during the day, library staff will exchange the full bins for empty bins, take the full bins to the AMH room, and manually feed the returns into the AMH for pre-sort at the staff-operated induction point, noted above. Capacity of the book drop is meant to be such that it can hold quantities that may be deposited over an extended holiday weekend. Be aware of interior / exterior elevations. From the outside, the book drop must not be positioned so high as to be unreachable. From the inside, there must be sufficient clearance between the bottom of the book drop chute to the floor to place a large book return bin. The enclosure surrounding the return point must be fire rated. Include a smoke detector and sprinkler head at this location.

Special use:	Return (1 adult, 1 YPS, 1 nonprint)	3	30.00	90
	FUNCTIONAL AREA TOTAL S.F.			90

Drive-up exterior book return (roomlet)

FUNCTION: This exterior book drop is a secure, vandal-resistant space in the library that receives materials returned by library patrons....for the patron's convenience, this return allows a patron to drive up alongside the library building and return materials without getting out of the car. POTENTIAL SITE CONSTRAINTS MAY PREVENT the inclusion of this feature in the design.

LOCATION: The location of this feature will largely be determined by site conditions and where and how it will be feasible to bring a vehicle alongside the building.

NOTES: This return, like the walk-up exterior return described above, may be developed either as an induction point for returns, connected to the AMH machine by conveyors, or as a free-standing, manual return that is periodically serviced by staff. As with the walk-up exterior return, a full menu of fire suppression strategies must be applied here. Vehicular flow should not compromise the safety of pedestrians as pedestrians approach the building.

Special use:	Return (1 adult, 1 YPS, 1 nonprint)	3	50.00	150
<i>FUNCTIONAL AREA TOTAL S.F.</i>				150

Interior return / Automated materials handling (AMH) room

FUNCTION: This room houses a sorting device that will receive, check-in, and pre-sort library materials returned by patrons.

LOCATION: The AMH will prefer to be co-located with one of the materials returns. Here' it's described as being associated with the interior return, but if co-location with a different return point creates a better the AMH should shift to that location.

NOTES: The preferred configuration connects various return points to the AMH by way of a conveyor. If the library cannot afford a conveyance system or if it would be unwieldy to library staff will retrieve materials from a manual return, cart them to this room, and feed them into the AMH.

Space allocation is based on planning literature from 3M for their Intelligent Return and Sorter System FX, although alternate systems from other manufacturers can and should be considered.

<http://multimedia.mmm.com/mws/mediawebserver.dyn?6666660Zjcf6lVs6EVs66syUkCOrrrrQ->

Three sorting bins include the following return categories: adult, children, reserves + exceptions.

Induction point supports station where staff can manually feed returns from other locations (the drive-up return, etc.) into the AMH.

Special use:	Placeholder for 3-bin check-in / sorting system	1	200.00	200
	Induction point	1	75.00	75
	Other	0	0.00	0

FUNCTIONAL AREA TOTAL S.F. 275

Coffee corner

FUNCTION: This is a modest area where the library will provide comfortable seating and possibly a refreshment service.

LOCATION:

NOTES: This is a placeholder

Special use:	Allowance for refreshment service....vending / self-serve?... counter service?	1	200.00	200
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FUNCTIONAL AREA TOTAL S.F. 200

Used book sale area

FUNCTION: A small display of donated materials and materials recently withdrawn from the library's collections is made available here for patrons to browse and purchase.

LOCATION:

NOTES: This is a placeholder

Special use:	Allowance for used book sale...shelves?...carts?	1	100.00	100
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FUNCTIONAL AREA TOTAL S.F. 100

ASSIGNABLE AREA IN DEPARTMENT 3,240

ALLOWANCE FOR DEPARTMENT NONASSIGNABLE 324

Entry vestibule / lobby

FUNCTION: The entrance lobby / vestibule serves as a buffer between the exterior environment and the interior environment. Appropriate signs provide directional guidance and begin the user's orientation to the library.

LOCATION:

NOTES: Consider benches in this area

As design develops, look for ways to incorporate built-in displays -- as found in the current entry vestibule

Within the allocation for this space, include a display for the food bank -- "a little free library for food."

Nonassign:	Lobby / vestibule	1	250.00	250
	Bulletin board	1	0.00	0
FUNCTIONAL AREA TOTAL S.F.				250

Public restrooms

FUNCTION: Isn't this apparent?

LOCATION:

NOTES: Diaper changing station in each

Architect to verify size of restroom facilities for local code compliance

Provide a "family" or "assisted" restroom here that may be used by a father with his daughter, or a mother with her son, or an elderly couple, one of whom needs assistance.

Nonassign:	Men's	1	225.00	225
	Women's	1	300.00	300
	Family / assisted	1	75.00	75
FUNCTIONAL AREA TOTAL S.F.				600

TOTAL AREA REQUIRED FOR DEPARTMENT	4,414
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IRVIN L. YOUNG PUBLIC LIBRARY (Whitewater, WI)	#	Sq.ft.	Sq.ft.	Area
SPACE NEEDS DETAIL BY FUNCTIONAL AREA	units	per	needed	needed

ADULT SERVICES -- BROWSING

Browsing / new materials

FUNCTION: The new books area is a space where the library prominently displays its recent acquisitions. Bookstore-style display is appropriate to promote a more casual atmosphere and encourage wide browsing among the collections housed here.
Leisure seating may be provided.

LOCATION:

NOTES: A portion of the reader seating allocation (see Browsing / reader seating, below) may be apportioned here, and the space allocation for this functional area will adjust accordingly.

Collection:	New books - fiction	varies	to house @	0 per unit	8	15.00	120	
	New books - nonfiction	varies	to house @	0 per unit	8	15.00	120	
FUNCTIONAL AREA TOTAL S.F.								240

Browsing / magazines

FUNCTION: Current issues of magazines received by the library are displayed here on conventional cantilever shelving, using Magbox units to display the current issue and house recent back issues (about one year's worth). This collection promises to be a high-use area, including general browsing and leisure reading. The setting should emphasize a lounge environment that encourages quiet individual use.
Leisure seating is provided in this area.

LOCATION:

NOTES: Reader seating will be deployed into this area as well (see discussion under Browsing / reader seating below) and the space allocation for this functional area will adjust accordingly.

Collection:	Adult magazines	82	to house @	12 per unit	8	15.00	120	
	Adult newspapers	10	to house @	8 per unit	2	15.00	30	
FUNCTIONAL AREA TOTAL S.F.								150

Browsing / fiction

FUNCTION: The fiction collection is housed here. Mid-height, 72" tall shelving supports the collection in a user-friendly, easily-reachable setting.

LOCATION:

NOTES: Reader seating may be deployed into this area as well (see discussion under Browsing / reader seating below) and the space allocation for this functional area will adjust accordingly.
Catalog stations (tablet-based?) should be mounted on end panels conveniently dispersed through this collection.
Intersperse marketing display through the collection as the capacity factor allows. End cap display at the end of shelving ranges are one strategy for marketing display.

Collection:	Fiction	17,100	to house @	113	per unit	152	10.50	1,596
	Paperbacks	4,070	to house @	175	per unit	24	10.50	252
	Graphic novels	1,110	to house @	225	per unit	6	10.50	63
Special use:	Marketing display / kiosks (seasonal, topical)					2	25.00	50
FUNCTIONAL AREA TOTAL S.F.								1,961

Browsing / large print

FUNCTION: The large print collection is housed in this area.

LOCATION: This functional area may prefer an adjacency with the magazines and newspapers.

NOTES: Although 72" tall shelving is deployed here, shelving capacities for this collection are based on four usable shelves per unit, not five. This respects the reach preferences (and limitations) of the primary user group for this collection AND reserves the library's ability to redeploy this shelving into other parts of this dept if the balance among the segments of this collection in the future shifts in ways that have not been anticipated in this program.

Reader seating may be deployed into this area as well (see discussion under Browsing / reader seating below) and the space allocation for this functional area will adjust accordingly.

Seating deployed in this area should include arms to provide users with assistance getting into and out of the chair.

Provide suitable lighting levels in this area.

Collection:	Large print	2,880	to house @	108	per unit	28	10.50	294
Special sue:	Magnifiers / Visualtek					1	35.00	35
FUNCTIONAL AREA TOTAL S.F.								329

Browsing / world language

FUNCTION: The library's Spanish language holdings are housed and highlighted here.

LOCATION:

NOTES: Reader seating may be deployed into this area as well (see discussion under Browsing / reader seating below) and the space allocation for this functional area will adjust accordingly.

Currently, this area houses Spanish language collection, but over time it is expected that the collection will expand to include other languages as well

Collection:	Spanish fiction	285	to house @	113	per unit	4	10.50	42
	Spanish nonfiction	475	to house @	127	per unit	4	10.50	42
	Spanish video -- blu-ray	88	to house @	504	per unit	2	10.50	21
	Spanish video -- DVD	88	to house @	336	per unit	2	10.50	21
	Spanish audiobook -- CD	48	to house @	144	per unit	2	10.50	21
FUNCTIONAL AREA TOTAL S.F.								147

Browsing / media

FUNCTION: This collection can expect to accommodate a variety of nonprint materials. It's impossible to predict at this time how rapidly this part of the library's collections will grow, or how its composition may shift among formats. Flexible collection storage strategies are the key to this area.

LOCATION:

NOTES: Most of these collections will be housed on 60" tall conventional cantilever shelving. Some of these units will be adapted with pull-out display bins in lieu of regular shelves. Some of these units will be adapted with zig-zag shelf inserts to create pocket to encourage face-out marketing display of this collection. Reader seating may be deployed into this area as well (see discussion under Browsing / reader seating below) and the space allocation for this functional area will adjust accordingly. Catalog stations (tablet-based?) should be mounted on end panels conveniently dispersed through this collection. Intersperse marketing display through the collection as the capacity factor allows. End cap display at the end of shelving ranges are one strategy for marketing display. Over the long, long term it's entirely possible, if not probable, that physical media formats will give way to streaming and downloadable alternatives, and the library will not need space for the purpose described here, so consider alternate, future uses for this space.

Collection:	Video -- blu-ray	4,125	to house @	504	per unit	10	10.50	105
	Video -- DVD	4,500	to house @	336	per unit	14	10.50	147
	Audiobook -- Playaway	525	to house @	125	per unit	6	10.50	63
	Audiobook -- CD	2,160	to house @	125	per unit	18	10.50	189
	CDs	3,284	to house @	504	per unit	8	10.50	84
	Videogames	88	to house @	504	per unit	2	10.50	21
Special use:	Marketing display / kiosks (seasonal, topical)					1	25.00	25
FUNCTIONAL AREA TOTAL S.F.								634

Browsing / reader seating

FUNCTION: General purpose reader / user seating for this department is accommodated with this allocation.

LOCATION:

NOTES: See "Notes" page for further information regarding reader seating.

The program workbook makes no specific prescriptions as to how seating should be distributed within this departmental grouping or what types of reader seating should be offered where.

The deployment of this seating inventory into the functional areas within this departmental grouping should be determined through the design process. Likewise, the deployment of this inventory into various TYPES of reader seating (table seating, carrels, lounge, single-place, four-place, and so on) should be determined through the design process.

As the seating inventory is deployed, this space allocation will shift into the corresponding functional areas.

Reader seating:	Reader seating allocated to adult fiction	20	32.50	378
FUNCTIONAL AREA TOTAL S.F.				378

ASSIGNABLE AREA IN DEPARTMENT	3,839
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ALLOWANCE FOR DEPARTMENT NONASSIGNABLE	384
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TOTAL AREA REQUIRED FOR DEPARTMENT	4,223
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IRVIN L. YOUNG PUBLIC LIBRARY (Whitewater, WI)	#	Sq.ft.	Sq.ft.	Area
SPACE NEEDS DETAIL BY FUNCTIONAL AREA	units	per	needed	needed

ADULT SERVICES -- NONFICTION

Nonfiction / customer service center

FUNCTION: The customer service center provides a designated space where users can pro-actively seek assistance from library staff. Although mobile technology is developing in a way that increasingly allows library staff to be "untethered" from a physical desk, it's still important that a place be identified where the user know he or she can find assistance when needed. This area is that place.

As noted in the discussion of the customer service center at the entry to the building, the library chooses to adopt an atypical approach to technology access, lending laptops and tablets for individuals to use while in the library, in lieu of conventional banks of hardwired PCs. A self-service laptop/tablet dispenser is located next to this desk.

A networked print-release station is located here, so that staff can conveniently provide support for that operation, as needed.

LOCATION:

NOTES: See discussion of Customer Service Desks on the "Notes" page.

Throughout the library, public service desks should avoid monumental design, and instead favor approachable settings that encourage the user to interact with the staff. No barriers, no clutter. The service desk used at the public library in Goteborg, Sweden may serve as a general model of the characteristics to fashion in the public service points for the Whitewater library.

The public service kiosk should be scaled with two nodes to support two staff (1 initially + 1 future growth)

Like most libraries, the library in Whitewater is reducing the inventory it dedicates to non-circulating reference materials. By the time this new space is occupied, the library expects to need only the minimal amount of shelving listed below for its reference collection.

Staffing:	Public service kiosk to support two staff (network access)	1	250.00	250
Collection:	Ready reference shelving -- 42" tall	1	10.50	11
Special use:	"Express" internet / quick print station (network access)	2	32.50	65
	Laptop vending machine (network access)	1	32.50	33

FUNCTIONAL AREA TOTAL S.F. 358

Nonfiction / NF collection

FUNCTION: This area houses the general adult circulating nonfiction collection – nonfiction, biographies -- along with a portion of the library's reader seating.
The local history collection is housed separately (see below).

LOCATION:

NOTES: These collections will be deployed on 72" tall conventional cantilever shelving.
Oversize materials will be housed within this area, but highlighted as a separate collection segment
Career materials will be housed within this area, but highlighted as a separate collection segment
Likewise, new readers will be housed within this area, but highlighted as a separate collection segment.

Reader seating will be deployed into this area as well (see discussion under Nonfiction / reader seating below) and the space allocation for this functional area will adjust accordingly.

Catalog stations (tablet-based?) should be mounted on end panels conveniently dispersed through this collection.

Intersperse marketing display through the collection as the capacity factor allows. End cap display at the end of shelving ranges are one strategy for marketing display.

Collection:	Nonfiction	13,110	to house @	124	per unit	106	10.50	1,113
	Oversize					2	10.50	21
	Career	475	to house @	127	per unit	4	10.50	42
	New reader / literacy	475	to house @	127	per unit	4	10.50	42
Special use:	Marketing display / kiosks (seasonal, topical)					2	25.00	50
FUNCTIONAL AREA TOTAL S.F.								1,268

Nonfiction / reader seating

FUNCTION: General purpose reader / user seating for this department is accommodated with this allocation.

LOCATION:

NOTES: See "Notes" page for further information regarding reader seating.

The program workbook makes no specific prescriptions as to how seating should be distributed within this departmental grouping or what types of reader seating should be offered where.

The deployment of this seating inventory into the functional areas within this departmental grouping should be determined through the design process. Likewise, the deployment of this inventory into various TYPES of reader seating (table seating, carrels, lounge, single-place, four-place, and so on) should be determined through the design process.

As the seating inventory is deployed, this space allocation will shift into the corresponding functional areas.

Reader seating:	Reader seating allocated to adult nonfiction					34	32.50	1,105
FUNCTIONAL AREA TOTAL S.F.								1,105

Nonfiction / quiet reading room

FUNCTION: The quiet reading room provides a separate, distinct setting where patrons can study or use materials from the library's collection without distractions from other patrons or library staff members. General talking and computer use is actively discouraged here.

LOCATION:

NOTES: Reader seating will be deployed into this area as well (see discussion under Nonfiction / reader seating above) and the space allocation for this functional area will adjust accordingly.

Seating should strongly favor individual, single-place settings, in lieu of multi-seat / group settings.

Glazing / windows into this room to facilitate staff supervision.

FUNCTIONAL AREA TOTAL S.F.								0
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Nonfiction / small group study rooms

FUNCTION: These small rooms will be available for small groups of patrons to work on projects together. Patrons can listen and view analog (tape) nonprint materials here. The rooms can also be used for a variety of individual individual tutoring activities.

LOCATION:

NOTES: Glazing / windows into each of these spaces to facilitate staff supervision.

Provide public network access to each small group study room.

Consider the possibility of supporting high-concept technology in these rooms for patron convenience.

Special use:	Room to seat 2 (2 seats @ 30 s.f.)	2	60.00	120
	Room to seat 4 (4 seats @ 30 s.f.)	4	120.00	480
	Room to seat 6 (6 seats @ 30 s.f.)	0	180.00	0
	Room to seat 8 (8 seats @ 30 s.f.)	0	240.00	0
	Room to seat 10 (10 seats @ 30 s.f.)	0	300.00	0
FUNCTIONAL AREA TOTAL S.F.				600

Nonfiction / local history & genealogy room

FUNCTION: This room houses the library's local and regional history materials.

Some reader seating is deployed into this functional area.

LOCATION:

NOTES: Reader seating will be deployed into this area as well (see discussion under Nonfiction / reader seating above) and the space allocation for this functional area will adjust accordingly.

Glazing / windows into this space to facilitate supervision by staff.

Collection:	Whitewater room	2,100	to house @	127	per unit	18	10.50	189
	Genealogy	300	to house @	127	per unit	4	10.50	42
Special use:	Shelving / storage for Kraege collection and yearbooks					20	12.50	250
FUNCTIONAL AREA TOTAL S.F.				481				

Nonfiction / dept staff workroom

NOTE:

In the current program, staff work spaces for public service staff are consolidated into a single, shared back-of-house workroom.

FUNCTION:

LOCATION:

NOTES:

FUNCTIONAL AREA TOTAL S.F. 0

 ASSIGNABLE AREA IN DEPARTMENT 3,812

 ALLOWANCE FOR DEPARTMENT NONASSIGNABLE 381

 TOTAL AREA REQUIRED FOR DEPARTMENT 4,193

IRVIN L. YOUNG PUBLIC LIBRARY (Whitewater, WI)	#	Sq.ft.	Sq.ft.	Area
SPACE NEEDS DETAIL BY FUNCTIONAL AREA	units	per	needed	needed

TEEN SERVICES

Teens / collections

FUNCTION: This is one area in particular in the library where young people can gather and meet. This area houses the material geared toward the interests of the library's young adult patrons (grades 7 to 12, typically).

LOCATION:

NOTES: Visual supervision of this area by staff is key
These collections will be deployed on 72" tall conventional cantilever shelving.
Reader seating will be deployed into this area as well (see discussion under Teens / reader seating, following) and the space allocation for this functional area will adjust accordingly.
Catalog stations (tablet-based?) should be mounted on end panels conveniently dispersed through this collection.
Intersperse marketing display through the collection as the capacity factor allows. End cap display at the end of shelving ranges are one strategy for marketing display.
Over the long, long term it's entirely possible, if not probable, that physical media formats will give way to streaming and downloadable alternatives, and the library will not need space for the purpose described here, so consider alternate, future uses for this space.

Collection:	YA paperbacks	925 to house @	175 per unit	6	10.50	63
	YA fiction	2,775 to house @	113 per unit	26	10.50	273
	YA graphic novels	1,440 to house @	225 per unit	8	10.50	84
	YA nonfiction	2,280 to house @	127 per unit	18	10.50	189
	Young adult magazines	5 to house @	12 per unit	2	15.00	30
	YA audiobook -- Playaway	333 to house @	125 per unit	4	10.50	42
	YA audiobook -- CD	333 to house @	125 per unit	4	10.50	42
	YA games	95 to house @	336 per unit	2	10.50	21
	YA video	540 to house @	336 per unit	2	10.50	21
	YA CD	90 to house @	504 per unit	2	10.50	21

Special use: Marketing display / kiosks (seasonal, topical) **1 25.00 25**

FUNCTIONAL AREA TOTAL S.F. **811**

Teens / reader seating

FUNCTION: General purpose reader / user seating for this department is accommodated with this allocation.

LOCATION:

NOTES: See "Notes" page for further information regarding reader seating.
The program workbook makes no specific prescriptions as to how seating should be distributed within this departmental grouping or what types of reader seating should be offered where.
The deployment of this seating inventory into the functional areas within this departmental grouping

should be determined through the design process. Likewise, the deployment of this inventory into various TYPES of reader seating (table seating, carrels, lounge, single-place, four-place, and so on) should be determined through the design process.

As the seating inventory is deployed, this space allocation will shift into the corresponding functional areas.

Reader seating:	Reader seating allocated to teen	12	32.50	378
	<i>FUNCTIONAL AREA TOTAL S.F.</i>			<i>378</i>
<i>ASSIGNABLE AREA IN DEPARTMENT</i>				<i>1,189</i>
<i>ALLOWANCE FOR DEPARTMENT NONASSIGNABLE</i>				<i>119</i>
<i>TOTAL AREA REQUIRED FOR DEPARTMENT</i>				<i>1,308</i>

IRVIN L. YOUNG PUBLIC LIBRARY (Whitewater, WI)	#	Sq.ft.	Sq.ft.	Area
SPACE NEEDS DETAIL BY FUNCTIONAL AREA	units	per	needed	needed

YOUTH SERVICES

YS / customer service center

FUNCTION: The customer service center provides a designated space where users in this department can pro-actively seek assistance from library staff. Although mobile technology is developing in a way that increasingly allows library staff to be "untethered" from a physical desk, it's still important that a place be identified where the user know he or she can find assistance when needed. This area is that place.

LOCATION:

NOTES: See discussion of Customer Service Desks on the "Notes" page.

Throughout the library, public service desks should avoid monumental design, and instead favor approachable settings that encourage the user to interact with the staff. No barriers, no clutter. The service desk used at the public library in Goteborg, Sweden may serve as a general model of the characteristics to fashion in the public service points for the Whitewater library.

The public service kiosk should be scaled with two nodes to support two staff (1 initially + 1 future growth)

A laptop / tablet dispenser may need to be added here, depending on how convenient / remote this area is from the Entry + Orientation department.

Staffing:	Public service kiosk to support two staff	(network access)	1	250.00	250
Collection:	Ready reference shelving -- 42" tall		1	10.50	11
Special use:	Newbery winner display		2	12.50	25
	Caledcott winner display		2	12.50	25

FUNCTIONAL AREA TOTAL S.F. 311

YS / preschool collection

FUNCTION: This area houses materials of particular interest to preschool users. The collection is comprised largely of picture books. A display for new preschool books is provided.
Reader seating is provided here that can be used by children and their parents.

LOCATION:

NOTES: Most of the collection will be housed on low, 48" tall cantilever shelving with divider shelves.
Board books will be housed in browsing bins.

A custom-built display is provided for "big books."

Reader seating will be deployed into this area as well (see discussion under YS / reader seating, following) and the space allocation for this functional area will adjust accordingly.

A placeholder is provided for a play / activity center. Staff will continue to explore exactly what furnishings and equipment will be appropriate to house here.

Collection	New books -- preschool		2	10.50	21
	YS picture books	6,825 to house @ 200 per unit	36	10.50	378
	YS easy readers	1,530 to house @ 200 per unit	8	10.50	84
	YS beginning chapter books	720 to house @ 162 per unit	6	10.50	63

	YS tots -- board books	680	to house @	0	per unit	3	10.50	36
	YS big books					2	10.50	21
Special use:	Marketing display / kiosks (seasonal, topical)					2	25.00	50
	Placeholder for play / activity center					1	300.00	300
	FUNCTIONAL AREA TOTAL S.F.							953

YS / gradeschool collection

FUNCTION: This area houses the fiction and nonfiction circulating collections for children in the elementary grades. elementary grades. The collection includes a distinct area for the library's YS Spanish language collections. Also provide a new book and current magazine display for children. Some reader seating is provided here.

LOCATION:

NOTES: These collections swill be deployed on 60" tall conventional cantilever shelving. Reader seating will be deployed into this area as well (see discussion under YS / reader seating, following) and the space allocation for this functional area will adjust accordingly. Catalog stations (tablet-based?) should be mounted on end panels conveniently dispersed through this collection. Intersperse marketing display through the collection as the capacity factor allows. End cap display at the end of shelving ranges are one strategy for marketing display.

Collection:	New books -- gradeschool					2	10.50	21
	YS nonfiction	7,410	to house @	270	per unit	28	10.50	294
	YS fiction	2,880	to house @	158	per unit	20	10.50	210
	YS paperback series	2,405	to house @	225	per unit	12	10.50	126
	YS graphic novels	680	to house @	225	per unit	4	10.50	42
	YS oversize					2	10.50	21
	YS large print					2	10.50	21
	Children's magazines	3	to house @	12	per unit	2	15.00	30
Special use:	Marketing display / kiosks (seasonal, topical)					2	25.00	50
	FUNCTIONAL AREA TOTAL S.F.							815

YS / world language

NOTE:
In v1.1, a new functional area is created to gather together the library's J Spanish language materials.

FUNCTION: The library's Spanish language holdings for children are housed and highlighted here.

LOCATION:

NOTES: Reader seating may be deployed into this area as well (see discussion under Browsing / reader seating below) and the space allocation for this functional area will adjust accordingly. Currently, this area houses Spanish language collection, but over time it is expected that the collection will expand to include other languages as well

Collection:	YS Spanish picture books	570	to house @	270	per unit	4	10.50	42
	YS Spanish nonfiction	570	to house @	225	per unit	4	10.50	42
	YS Spanish fiction	380	to house @	158	per unit	4	10.50	42

Spanish j video -- blu-ray	48	to house @	504	per unit	2	10.50	21
Spanish j video -- DVD	48	to house @	336	per unit	2	10.50	21
Spanish J kits	48	to house @	108	per unit	2	10.50	21
FUNCTIONAL AREA TOTAL S.F.							189

YS / media

FUNCTION: Like the adult audiovisual collection, the children's audiovisual collection can expect to accommodate a variety of nonprint materials. It's impossible to predict at this time how rapidly this part of the library's collections will grow, or how its composition may shift among formats. Flexible collection storage environments are the key to this area.

LOCATION:

NOTES: Most of these collections will be housed on 60" tall conventional cantilever shelving. Some of these units will be adapted with pull-out display bins in lieu of regular shelves. Some of these units will be adapted with zig-zag shelf inserts to create pocket to encourage face-out marketing display of this collection. Some of the individual segments of the YS media collection are so modest that it might be possible to consolidate segments and reduce the overall number of shelving units deployed here. ALL YS video, for example, video + Blu-ray, could be consolidated into two sections of shelving. Reader seating may be deployed into this area as well (see discussion under Browsing / reader seating below) and the space allocation for this functional area will adjust accordingly. Catalog stations (tablet-based?) should be mounted on end panels conveniently dispersed through this collection. Intersperse marketing display through the collection as the capacity factor allows. End cap display at the end of shelving ranges are one strategy for marketing display. Over the long, long term it's entirely possible, if not probable, that physical media formats will give way to streaming and downloadable alternatives, and the library will not need space for the purpose described here, so consider alternate, future uses for this space.

Collection:	YS video -- blu-ray	43	to house @	504	per unit	2	10.50	21
	YS video -- DVD	44	to house @	336	per unit	2	10.50	21
	YS audiobook -- Playaway	170	to house @	125	per unit	2	10.50	21
	YS audiobook -- CD	380	to house @	125	per unit	4	10.50	42
	YS CDs	509	to house @	504	per unit	2	10.50	21
	YS kits	93	to house @	108	per unit	2	10.50	21
	YS puzzles	46	to house @	0	per unit	2	10.50	21
	YS games	46	to house @	504	per unit	2	10.50	21
FUNCTIONAL AREA TOTAL S.F.								189

YS / reader seating

FUNCTION: General purpose reader / user seating for this department is accommodated with this allocation.

LOCATION:

NOTES: See "Notes" page for further information regarding reader seating.
The program workbook makes no specific prescriptions as to how seating should be distributed within this departmental grouping or what types of reader seating should be offered where.

The deployment of this seating inventory into the functional areas within this departmental grouping should be determined through the design process. Likewise, the deployment of this inventory into various TYPES of reader seating (table seating, carrels, lounge, single-place, four-place, and so on) should be determined through the design process.

As the seating inventory is deployed, this space allocation will shift into the corresponding functional areas.

Reader seating:	Reader seating allocated to youth services	34	32.50	1,105
FUNCTIONAL AREA TOTAL S.F.				1,105

YS / program room

FUNCTION: This room allows the children's staff to produce a variety of programs and craft activities for groups of up to 50 (including children + caregivers).
 There are two primary audiences for this room: preschoolers attending story programs and K-8 students attending special programs including class visits for instruction in library use and the like.
 The room is intended to handle ALL of the programs planned by children's department staff.
 Programs for teens can also be held in this room.
 When a program event is not scheduled for this room, the space can be opened up to the rest of the department and used as an extension of the play area.

LOCATION: Because this space is intended to support preschool programming, gradeschool programming, and teen programming, it should be located in a "neutral" place. That is, teens should not have to pass THROUGH the children's department to reach the room and vice versa. A location nestled between the Teen and Youth Services departments would be appropriate.

NOTES: Storytime audience capacity scaled to meet ALL children's program & event needs
 "Hose-able" for easy craft clean-up
 Provide a floor drain

Meeting:	To seat 50	50	15.00	750
Special use:	Storage for tables & chairs	1	75.00	75
	Stroller parking	1	50.00	50
	Sink and counter	1	25.00	25
FUNCTIONAL AREA TOTAL S.F.				900

YS / dept staff workroom

NOTE:
 In the current program, staff work spaces for public service staff are consolidated into a single, shared back-of-house workroom.

FUNCTION:
LOCATION:
NOTES:

FUNCTIONAL AREA TOTAL S.F.	0
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ASSIGNABLE AREA IN DEPARTMENT	4,461
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ALLOWANCE FOR DEPARTMENT NONASSIGNABLE	446
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Children's restrooms

FUNCTION: Provide two individual restrooms for children's use near / within the Youth Services dept.

LOCATION:

NOTES: Doors not so heavy a child cannot open

Diaper changing station in each

Each of these restrooms are meant to be scaled for one individual at a time

Drinking fountain

Staff prefers generic, non-gender specific restrooms for the children, assuming this is allowable per code.

Nonassign:	Boy's room	1	75.00	75
	Girl's room	1	75.00	75

FUNCTIONAL AREA TOTAL S.F. 150

TOTAL AREA REQUIRED FOR DEPARTMENT	5,057
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IRVIN L. YOUNG PUBLIC LIBRARY (Whitewater, WI)

SPACE NEEDS DETAIL BY FUNCTIONAL AREA

#	Sq.ft.	Sq.ft.	Area
units	per	needed	needed

MAKER LAB

NOTE:

The Maker Lab is listed as a separate "department" to convey the sense that the function does not "belong" necessarily to any one department in the library. Open to all.

Maker lab / discovery center (room)

NOTE:

The space described here emphasizes craft and project work, with a bit of "post-production" support in the form of the editing stations. Other types of maker-space-related activities, specifically those relate to content capture (green screen recording, audio recording) are not well accommodated in the space as described here. But some local planners have raised the possibility that one of the "tenant neighbors" in a multi-purpose library building could be the local CATV office, stipulating that co-location would improve access to CATV resources by the public -- resources that would include a professional grade TV studio and recording capabilities.

FUNCTION: The maker lab / discovery center supports a variety of craft and project work. Examples of these activities may include sewing, painting, drawing. A mobile kitchen can be assembled in the space to support cooking demonstrations. Dedicated stations are available for digital editing of sound, image, and video files.

LOCATION:

NOTES: Flexible, moveable project tables / work benches are a key to this space. An example of such a table is shown to the right (by 3branch, or equal). These tables can be reconfigured in the space to meet the needs of the specific project / program.

Ample electrical service is available throughout the space -- cords / coils accessible from the ceiling? It must be easy to deliver service to the work bench surfaces.

Includes 1-2 technology stations for editing.

Ventilation must be sufficient to support soldering and similar activities.

Include projection capabilities for an instructor and wall mounted white boards for training sessions.

Flexible, wall mounted bin storage around the perimeter of the space for storage of tools and small parts.

Easily cleaned surfaces and furnishings are a must.



Staffing:	Instructor's station	1	75.00	75
Special use:	Mobile project tables / work benches	4	100.00	400
	Audio editing station	1	50.00	50

Video editing station	1	50.00	50	
3-D printer	1	30.00	30	
Parts storage	1	75.00	75	
<i>FUNCTIONAL AREA TOTAL S.F.</i>				680

Maker storage room

FUNCTION: Storage is provided for maker lab equipment (such as the mobile kitchen, easels, an ironing board) and other supplies that aren't needed for routine, daily use in the maker space.

LOCATION:

NOTES: Any combination of utility shelving and storage cabinets may be deployed here; the inventory shown below is strictly offered for the sake of determining the size of this functional area.

Special use: Utility shelves 8 12.50 100
Storage cabinets 6 15.00 90

FUNCTIONAL AREA TOTAL S.F. 190

ASSIGNABLE AREA IN DEPARTMENT 870

ALLOWANCE FOR DEPARTMENT NONASSIGNABLE 87

TOTAL AREA REQUIRED FOR DEPARTMENT 957

IRVIN L. YOUNG PUBLIC LIBRARY (Whitewater, WI)	#	Sq.ft.	Sq.ft.	Area
SPACE NEEDS DETAIL BY FUNCTIONAL AREA	units	per	needed	needed

MEETING ROOMS

Meeting room 1

FUNCTION: The main, large meeting room will support an audience of up to 100 in theatre-style seating.

LOCATION:

NOTES: Whiz-bang presentation technology
Provide network access to room
Divisible into two smaller rooms for concurrent program / meeting events.
Sound reinforcement capabilities
Chairs must be lightweight, stackable. Specify tables that are likewise lightweight, easily moved (casters?) and can be set up and moved easily by an individual staff member
Provide raised / mobile stage for speakers area

Meeting:	Audience capacity in a theater-style setting	100	10.00	1,000
	Speaker's area	1	150.00	150
Special use:	Video booth / control room	1	75.00	75
	Picture rail	1	0.00	0
	Coat storage at back of room	1	50.00	50

FUNCTIONAL AREA TOTAL S.F. 1,275

Meeting room 2

FUNCTION: A smaller meeting room is provided, to support up to 20 in a seminar setting (seats with a narrow table or writing surface). When configured in a theater-style setting (seats, no seminar table), the room will support an audience of almost 40.

This room will also be used for the library board's regular monthly meetings as well as committee meetings and library department head and staff meetings.

LOCATION:

NOTES: Whiz-bang presentation technology
Provide network access to room

Meeting:	Audience capacity in a seminar setting	20	20.00	400
Special use:	Display / projection	1	40.00	40

FUNCTIONAL AREA TOTAL S.F. 440

Kitchenette (room)

FUNCTION: A small kitchen is provided for the convenience of public groups and library groups presenting programs in the public meeting room.

LOCATION: The kitchen should be directly accessible from both meeting rooms.

NOTES: Kitchen facilities are basic -- sink, countertop, microwave, a refrigerator
Adequate ventilation

Special use: Allowance for kitchen 1 100.00 100

FUNCTIONAL AREA TOTAL S.F. 100

Table and chair storage (room)

FUNCTION: This room is used to store the library's stacking chairs and folding tables when they are not in use to support a meeting or program.

LOCATION: Ideally, accessible from both meeting rooms

NOTES:

Special use: Table / chair storage 1 100.00 100

FUNCTIONAL AREA TOTAL S.F. 100

Equipment storage (room)

FUNCTION: The library may also use this room to store audiovisual equipment that is routinely used in conjunction with the meeting rooms.

LOCATION: Ideally, accessible from both meeting rooms

NOTES:

Special use: AV equipment 1 75.00 75

FUNCTIONAL AREA TOTAL S.F. 75

ASSIGNABLE AREA IN DEPARTMENT 1,990

ALLOWANCE FOR DEPARTMENT NONASSIGNABLE 199

Meeting room lobby

FUNCTION: A meeting room lobby provides pre- and post-program gathering place for individuals attending a library program or event.

LOCATION:

NOTES: Provide separate lobby for meeting room if there is no direct access to the library's main lobby... pending development of a specific design, a separate space allocation for this function is not yet included in these estimates

Nonassign: Meeting room lobby 0 0.00 0

FUNCTIONAL AREA TOTAL S.F. 0

Meeting room restroom

FUNCTION: Restrooms may be provided in support of the library's meeting functions.

LOCATION:

NOTES: Provide separate restrooms for meeting room if there is no convenient after-hours access to the library's regular restrooms.....pending development of a specific design, a separate space allocation for this function is not yet included in these estimates

		If separate restrooms are provided, include diaper changing stations in each			
Nonassign:	Men's	0	0.00	0	
	Women's	0	0.00	0	
FUNCTIONAL AREA TOTAL S.F.					0
TOTAL AREA REQUIRED FOR DEPARTMENT					2,189

IRVIN L. YOUNG PUBLIC LIBRARY (Whitewater, WI)	#	Sq.ft.	Sq.ft.	Area
SPACE NEEDS DETAIL BY FUNCTIONAL AREA	units	per	needed	needed

STAFF SERVICES -- TECHNICAL SERVICES

Technical services department workroom

FUNCTION: All orders of library materials are placed and received in the technical services workroom, and new acquisitions are prepared here for public use. Materials are cataloged here, bibliographic data is entered into the library's automated database of holdings, materials are processed (protective jackets added, book pockets glued in, and so on) and repairs are made to print and nonprint materials. Ordering and acquisitions also occur here.

LOCATION:

NOTES: A separate work space is described for this function to enhance security of new materials as they arrive at the library.

A typical work place will support a writing surface, a work station (computer) surface, and a task chair.

Many, if not most, staff stations will be deployed in an office landscape furnishings setting.

Filing cabinets or shelving or a combination of both are provided as needed.

An assembly table is a large flat work surface (3'x6'? 3'x 8'?) where staff can spread out a project with enclosed storage provided below

Ideally, the assembly table can be adjusted up and down to better support a variety of operations.

Staffing:	Acquisitions / receiving station	(network access)	1	75.00	75
	Cataloging stations	(network access)	2	75.00	150
	Processing stations		2	90.00	180
	Accommodate future staff growth	(network access)	1	75.00	75
Special use:	Department head	(encl ofc) (network access)	1	100.00	100
	Network printer		1	15.00	15
	Supplies cabinets		1	15.00	15
	Book trucks		6	5.00	30
	Holding shelves for cataloging		4	10.00	40
	Sink & counter		1	25.00	25

FUNCTIONAL AREA TOTAL S.F. 705

Technical services department storage room

FUNCTION: This small storage room is provided to house the specialized supplies used to prepare new acquisitions to the library's collections.

LOCATION: Immediately adjacent to the department workroom, access to this room from the workroom only.

There is no need for public access to this room.

NOTES: Any combination of utility shelving and storage cabinets may be deployed here; the inventory shown below is strictly offered for the sake of determining the size of this functional area.

Special use:	Utility shelves		4	12.50	50
	Storage cabinets		4	15.00	60

FUNCTIONAL AREA TOTAL S.F. 110

<i>ASSIGNABLE AREA IN DEPARTMENT</i>	<i>815</i>
<i>ALLOWANCE FOR DEPARTMENT NONASSIGNABLE</i>	<i>82</i>
<i>TOTAL AREA REQUIRED FOR DEPARTMENT</i>	<i>897</i>

IRVIN L. YOUNG PUBLIC LIBRARY (Whitewater, WI)	#	Sq.ft.	Sq.ft.	Area
SPACE NEEDS DETAIL BY FUNCTIONAL AREA	units	per	needed	needed

STAFF SERVICES -- ADMINISTRATION

Director's office

FUNCTION: This office is used by the library director to coordinate library operations. Accessibility to the public and to the staff is important, but must be balanced by a need for privacy (for concentration on difficult tasks or for dealing with sensitive or confidential matters). The office will house essential and current files of the library and the director as well as other material (books and journals, etc.) required by the director on a routine basis.

LOCATION:

NOTES:

Staffing:	Director's station	(network access)	1	100.00	100
Special use:	Conference table to seat 2		1	60.00	60
	Filing cabinets		4	10.00	40
	White board		1	0.00	0
	Closet		1	20.00	20

FUNCTIONAL AREA TOTAL S.F. 220

Friends of the Library office

FUNCTION: This small office provides a space where members of the Friends of the Library can complete record-keeping, correspondence, and the like.

LOCATION:

NOTES:

Staffing:	Desk / workstation	(network access)	1	75.00	75
Special use:	Filing cabinets		2	10.00	20

FUNCTIONAL AREA TOTAL S.F. 95

Staff copy room

FUNCTION: The staff copy center houses equipment that staff can use for day-to-day and special copying projects.

LOCATION:

NOTES: A small assembly table is included, for sorting and organizing production runs.

Special use:	Fax machine		1	10.00	10
	High-volume copier w/ collator		1	60.00	60
	Copying supplies cabinet		1	12.50	13
	Copier paper shelving / storage		2	12.50	25
	Assembly table		1	50.00	50

FUNCTIONAL AREA TOTAL S.F. 158

Records archive (roomlet)

FUNCTION: The library's older official records are stored in this small room, in accordance with public records laws.

LOCATION:

NOTES:

Nonassign:	Five drawer files (legal size)	6	12.50	75
	Sorting table / counter	0	40.00	0

FUNCTIONAL AREA TOTAL S.F. 75

ASSIGNABLE AREA IN DEPARTMENT 548

ALLOWANCE FOR DEPARTMENT NONASSIGNABLE 55

TOTAL AREA REQUIRED FOR DEPARTMENT 602

IRVIN L. YOUNG PUBLIC LIBRARY (Whitewater, WI)	#	Sq.ft.	Sq.ft.	Area
SPACE NEEDS DETAIL BY FUNCTIONAL AREA	units	per	needed	needed

STAFF SERVICES -- OTHER

Staff lounge (room) / break room

FUNCTION: The staff lounge is provided for staff convenience during scheduled meals and work breaks. The room houses a combination of lounge furnishings and tables and chairs. Staff may use the kitchen facilities to prepare meals.

LOCATION:

NOTES: Ample ventilation required to manage cooking odors.

Special use:	4-place square tables	2	75.00	150
	Lounge seating	2	32.50	65
	Kitchenette (stove top, m'wave, dishwasher, 2 fridge)	1	100.00	100
	Vending machines	2	15.00	30
	Computer for staff use / e-mail	1	25.00	25
	Recycling bins	1	10.00	10
	Bulletin board	1	0.00	0

FUNCTIONAL AREA TOTAL S.F. 380

Staff lockers (room)

FUNCTION: This room supports an array of full-size lockers where staff will store coats & personal belongings while at the library.

LOCATION:

NOTES:

Special use:	Full-size lockers	20	4.00	80
	Bench	1	15.00	15
	Bulletin board	1	0.00	0

FUNCTIONAL AREA TOTAL S.F. 95

Maintenance workroom

NOTE:
In v1.1, the computer network services function is scaled back (support is provided by city staff, mostly offsite) and related storage is consolidated into this workroom.

FUNCTION: The library's maintenance staff make repairs to equipment and furnishings here.
This is a space here where the library's maintenance staff can maintain necessary records relating to the upkeep of the library building
Designated storage is provided here for supplies related to network maintenance and technology servicing.
The workbench is also used from time to time for repair and maintenance of library PCs and network systems.

LOCATION:

NOTES:

Staffing:	Work station / omputer console / building control (network access)	1	75.00	75
	Workbench	1	100.00	100
Special use:	Network printer	1	15.00	15
	Map case / plan file	1	35.00	35
	Utility shelves	2	15.00	30
	Storage cabinets (flamable liquids)	1	15.00	15
	Network services utility shelves	4	12.50	50
	Network services storage cabinets	4	15.00	60
	Sink	1	25.00	25
FUNCTIONAL AREA TOTAL S.F.				405
ASSIGNABLE AREA IN DEPARTMENT				880
ALLOWANCE FOR DEPARTMENT NONASSIGNABLE				88
<i>Staff restroom</i>				
FUNCTION:	Above and beyond minimum code requirements, restrooms for staff use are provided here.			
LOCATION:				
NOTES:	Unisex preferred, if non-gender-specific facilities are allowed by code			
Nonassign:	Men's	1	75.00	75
	Women's	1	75.00	75
FUNCTIONAL AREA TOTAL S.F.				150
TOTAL AREA REQUIRED FOR DEPARTMENT				1,118

IRVIN L. YOUNG PUBLIC LIBRARY (Whitewater, WI)	#	Sq.ft.	Sq.ft.	Area
SPACE NEEDS DETAIL BY FUNCTIONAL AREA	units	per	needed	needed

DESIGNATED NONASSIGNABLE

Staff entry (room)

FUNCTION: A separate entry for the staff should be provided, apart from the main public entry into the building.

LOCATION:

NOTES:

Nonassign:	Entry vestibule	1	75.00	75
	Time clock???	0	25.00	0

FUNCTIONAL AREA TOTAL S.F. 75

Receiving & delivery (room)

FUNCTION: Incoming deliveries (including U.S. mail) are made to this room. Outgoing shipments are packaged and prepared here.

LOCATION:

NOTES:

Nonassign:	Loading dock	1	100.00	100
	Utility shelves - outgoing shipments	2	15.00	30
	Receiving area / incoming shipments	1	100.00	100

FUNCTIONAL AREA TOTAL S.F. 230

Storage room -- general & miscellaneous

FUNCTION: This is a room for miscellaneous storage of seasonal decorations, computer boxes, and the like.

LOCATION:

NOTES: Any combination of utility shelving and storage cabinets may be deployed here; the inventory shown below is strictly offered for the sake of determining the size of this functional area.

Nonassign:	Utility shelves	8	15.00	120
	Storage cabinets	4	15.00	60

FUNCTIONAL AREA TOTAL S.F. 180

Storage room -- maintenance supplies

FUNCTION: This is a room for storing maintenance supplies purchased in bulk quantities.
Utility shelves line the walls.

LOCATION:

NOTES: Any combination of utility shelving and storage cabinets may be deployed here; the inventory shown below is strictly offered for the sake of determining the size of this functional area.

Nonassign:	Utility shelves	4	15.00	60
	Storage cabinets	2	15.00	30

FUNCTIONAL AREA TOTAL S.F. 90

Storage room -- office supplies

FUNCTION: This is a room for storing office supplies purchased in bulk quantities.
Utility shelves line the walls.

LOCATION:

NOTES: Any combination of utility shelving and storage cabinets may be deployed here; the inventory shown below is strictly offered for the sake of determining the size of this functional area.

Nonassign:	Utility shelves	2	15.00	30
	Storage cabinets	2	15.00	30

FUNCTIONAL AREA TOTAL S.F. 60

Storage room -- used book sale

QUESTION:
Is this a reasonable allocation of space?

FUNCTION: This room is a large open space lined with utility shelves where sorted books can be held and stored, pending sale.

LOCATION:

NOTES:

Nonassign:	Utility shelves	16	15.00	240
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FUNCTIONAL AREA TOTAL S.F. 240

Telecommunications equipment (roomlet)

FUNCTION: This small room houses equipment the library needs to support and operate its various telecommunications networks that extend throughout the building.

LOCATION:

NOTES:

Nonassign:	Allowance	1	75.00	75
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FUNCTIONAL AREA TOTAL S.F. 75

Janitor's closet

FUNCTION: In convenient locations throughout the building, provide small closets where janitorial supplies and equipment can be stored.

LOCATION: It is not uncommon to co-locate this feature with restrooms (public and/or staff)

NOTES: More than one of these (less the washer / dryer) may be needed in the building.

Nonassign:	Storage, mop sink	1	75.00	75
	Washer	1	15.00	15
	Dryer	1	15.00	15

FUNCTIONAL AREA TOTAL S.F. 105

ASSIGNABLE AREA IN DEPARTMENT	1,055
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<i>ALLOWANCE FOR DEPARTMENT NONASSIGNABLE</i>	<i>106</i>
<i>TOTAL AREA REQUIRED FOR DEPARTMENT</i>	<i>1,161</i>

READER SEATING

Back in the day, there were only five or so "flavors" of reader seating in your typical library -- individual lounge chairs, 4-top tables, 2-top tables, single tables, individual study carrels. Back then, LPA's programs tended to be very prescriptive in my programs regarding the number and type of seats to deploy where. Today, there's such a variety of seating available I tend to be less prescriptive, instead leaving it more open-ended, the better to foster a dialog with the architect and interior designer to explore options regarding the types of seating that should go where, and the way that seating will impact the feel of the space.

Given a design population of 19,600, LPA's seating formulas recommend 98 reader seats total. This program deploys 100 reader seats into four departments as follows:

20	20.00% adult fiction
34	34.00% adult nonfiction
12	12.00% teen
34	34.00% children's
<hr/>	
100	

While the program does not describe where in these respective departments this inventory should go, or what type or style of seating that should be specified where, the following broad themes regarding reader seating should be taken into consideration:

- Seating must be durable. Because it's subject to heavy use, it must stand up to that use.
- Because adults tend to use the public library as individuals, adult seating should tend toward individual seats -- one-place reading tables, single lounge seats and such.
- Teens and children are more likely to use the library in groups, so it's more appropriate to favor seating in group settings.
- Seating must be easily moved and reconfigured by users. Individuals come to the library with varying expectations and needs. Sometimes a user wishes to work in the library alone; sometimes the user is part of a group. It should be easy for a user or a group of users to rearrange seats to create different settings for solitary, individual use, or to support group interaction and exchange.
- To support the ability of small groups of users to fashion impromptu small group study spaces, identify a mobile office partition (see example at right) and provide several such within the furnishings. These can be stowed out of the way but available to users.
- As another strategy to support the ability of small groups of users to fashion impromptu small group study spaces, as the design is developed explore strategies for deploying groups of seating into an open alcove or a corner, a space that could even be set aside temporarily by positioning one of the aforementioned movable partitions.



TECHNOLOGY / COMPUTERS FOR PUBLIC USE

The library is taking an atypical tack with regard to technology access. In lieu of developing a conventional technology center or information commons, distributing banks of PCs into the adult dept, teen area and children's dept, the library circulates laptops and tablets for public use. The program accommodates this practice by placing dispenser machines at convenient locations throughout the building. Two such devices are associated with the customer service desk at the entry to the library, on the assumption that (a) users are likely to want to pick up a laptop (technology access point) as they enter the building and (b) users may need staff support as they borrow the devices. A third dispenser is associated with the customer service desk in the adult nonfiction department.

POWER DISTRIBUTION

By not creating a "traditional" computer center or information commons, and by circulating laptops and tablets to support the users's access to digital content, the library is, in effect, making a statement that the reader seating described above

is the functional equivalent of the type of technology station that has traditionally been deployed in an information commons. Any seat can be used as a technology / digital information access point.

Because users need to plug in and recharge devices, the distribution of power throughout the public service areas of the library and convenient access to outlets and USB charging ports is increasingly important. Owing to the library's interest in providing flexible, adaptable, reconfigurable space, ideally the building should be designed to accommodate electrical service that can be relocated to respond to changing use patterns. Give strong consideration to designing the expanded building with a raised floor system.

CUSTOMER SERVICE DESKS

Throughout the library, public service desks should avoid monumental design and instead favor approachable settings that encourage the user to interact with the staff. No barriers, no clutter.

The service desk used at the public library in Goteborg, Sweden (see image at right) may serve as a general model of the characteristics that the customer service desks at Whitewater should embody.

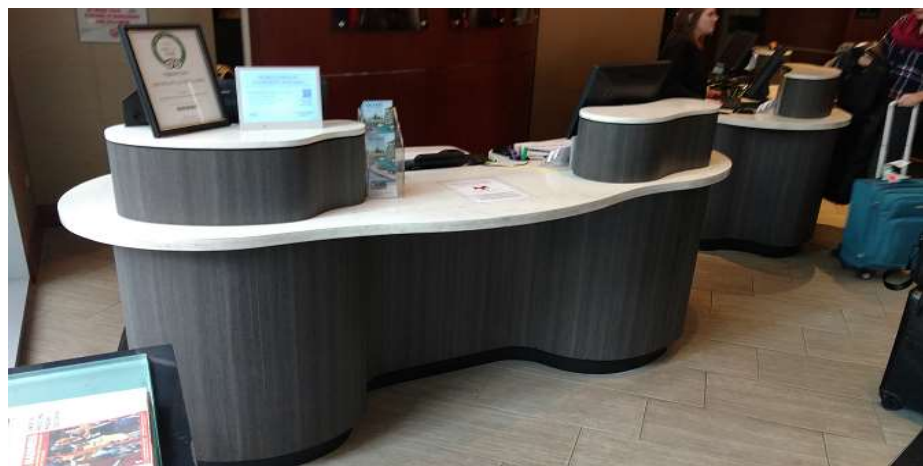
The Goreborg desk is compact -- no more than 6' side to side. The curvilinear form fosters a sense of informality, approachability. It is on casters so it can be repositioned. It is adjustable as to height, so can be used in a standing setting with an adult or in a sit-down setting with a child or a user who may be in a wheelchair.

For Whitewater, the design of the customer service desk should be adapted to support a second staff member -- there should be two clear nodes at the desk.

The customer service desk at the public library in Barrington, IL provides one example of how to accomplish this.

Each of the two nodes was modeled on the Goteborg desk, and then they were placed side by side.

A different example is found at a Marriott Courtyard in downtown Chicato (see image below).



**RESOLUTION AUTHORIZING CITY OF WHITEWATER TO APPLY FOR
A LARGE SCALE LAKE MANAGEMENT PLANNING GRANT FROM THE
WISCONSIN DEPARTMENT OF NATURAL RESOURCES
WALWORTH AND JEFFERSON COUNTIES, WISCONSIN**

Instructions: Each applicant must submit to the DNR an *Authorizing Resolution* that is approved by the governing body of the organization and indicates which officers or employees of the organization are authorized to submit the following documents to the DNR:

1. Sign and submit the grant application
2. Sign a grant agreement between applicant and the DNR
3. Submit quarterly and/or final reports to the DNR to satisfy the grant agreement
4. Submit grant reimbursement request to the DNR
5. Sign and submit other required documentation

We strongly recommend that applicants show title of position in the Authorizing Resolution, rather than name of employee. Employees have been known to retire or change jobs in the middle of a grant. Were this to happen, resolution would be ineffective. If your organization requires that a person be named in an Authorizing Resolution, then the resolution should also include contact information for the individual named.

Note: If applicant is required to submit a draft "intergovernmental agreement (IGA)" along with your grant application, an Authorizing Resolution is not a substitute for an IGA.

STANDARD AUTHORIZING RESOLUTION

WHEREAS, the City of Whitewater is interested in obtaining a cost-share grant from the Wisconsin Department of Natural Resources for the purpose of conducting a lakes draw down process feasibility study;

WHEREAS, the applicant attests to the validity and veracity of the statements and representations contained in the grant application;

WHEREAS, a grant agreement is requested to carry out the project; and

NOW, THEREFORE, BE IT RESOLVED, that the *Common Council of the City of Whitewater* will meet the financial obligations necessary to fully and satisfactorily complete the project and hereby authorizes and empowers the following officials or employees to submit the following documents to the Wisconsin Department of Natural Resources for financial assistance that may be available:

Task	Title of Authorized Representative	Email address and Phone Number if alternative is used
Sign and submit a grant application	Parks & Recreation Director	
Enter into a grant agreement with the DNR	City Manager	
Submit quarterly and/or final reports to the DNR to satisfy the grant agreement, as appropriate	Parks & Recreation Director	
Submit reimbursement request(s) to the DNR no later than the date specified in the grant agreement	Parks & Recreation Director	
Sign and submit reimbursement request(s) to DNR no later than the date specified in the grant agreement.	Finance Director	

BE IT FURTHER RESOLVED that applicant will comply with all local, state and federal rules, regulations and ordinances relating to this project and the cost-share agreement.

Adopted on the 5th day of December, 2017

**I hereby certify that the
foregoing resolution was duly
adopted by**

**_____ at a
legal meeting held on day of
_____, 20__**

12/01/2017

Authorized Signature ⤴	Date Certified ⤴
Title ⤴	



City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: **12/05/2017**

ITEM: Municipal Boundary Ordinance

PRESENTER: Michele Smith

PREVIOUS ACTION, IF ANY: None.

SUMMARY OF ITEM BEING PRESENTED: When changes to the municipal boundaries occur (annexations / de-annexations), the City is required to update their municipal boundary ordinance. After adoption of the ordinance, the updated boundaries are submitted to the State as required by Statutes.

BUDGET IMPACT, IF ANY: None.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: N/A

STAFF RECOMMENDATION: Adoption of Amendment to Municipal Boundary Ordinance.

RECOMMENDED MOTION: Approval of amendment to City of Whitewater Municipal Boundary Ordinance and request for waiver of second reading of ordinance.

ATTACHMENT(S) INCLUDED (If none, please state): Ordinance.

FOR MORE INFORMATION CONTACT: Michele Smith (262) 473-0102

ORDINANCE NO. _____
AN ORDINANCE AMENDING CHAPTER 1.24 “CITY LIMITS”

The Common Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, do hereby ordain as follows:

SECTION 1. Whitewater Municipal Code Section 1.24.010 is hereby amended to read as follows:

1.24.010 City boundaries.

All that territory and section of Walworth and Jefferson Counties, Wisconsin described as follows shall constitute the extent and limits of the City of Whitewater:

Beginning at the NE corner of Section 3, T4N, R15E, thence West along the North line of said Section 3, 65.5 feet more or less, to the SE corner of Section 34, T5N, R15E; thence North along the East line of said Section 34, to a point 2474.96 feet South of the East 1/4 corner of said Section 34; said point being the SE corner of Certified Survey Map 2436; thence westerly 333.90 feet along the South line of said Certified Survey Map; thence North 391.37 feet along the West line of said Certified Survey Map; thence East 333.90 feet along the North line of said Certified Survey Map to the East line of said Section; thence North along the East line of said Section 34 2083.59 feet to the East 1/4 corner of said Section 34; thence West along the South line of the Northeast 1/4 of said Section 34 to its intersection with the southerly extension of the West line of the Plat of Crestwood Heights as recorded in the Office of the Register of Deeds for Jefferson County, Wisconsin in Volume 8 of Plats on page 32; thence northerly along said extension and the West line of said Crestwood Heights to the Northwest corner of Crestwood Heights; thence southeasterly along the North line of Crestwood Heights 504.59 feet to an angle point in the northerly line of Lot 10 of Crestwood Heights; thence S 74°43' E along the North line of Crestwood Heights 216.18 feet to the Northeast corner of Lot 10 of Crestwood Heights; thence continuing S 74°43' E 1292.16 feet more or less to the East line of the Northeast 1/4 of said Section 34; thence North along the East line of the Northeast 1/4 of said Section 34 to a point lying 572.3 feet South of the Northeast corner of said Section 34; thence N 85°20' W 779.0 feet; thence N 0°31' E 510.7 feet to a point on the North line of said Section 34 which lies 771.1 feet West of the Northeast corner of said Section 34; thence West along the North line of the Northeast 1/4 of said Section 34 to the North 1/4 corner of said Section 34; thence westerly and southwesterly along the centerline of State Trunk Highway 59 to the point of intersection of said centerline and the westerly extension of the northerly-most line of Lot 1 of Certified Survey Map No. 3197 recorded in the Office of the Jefferson County Register of Deeds in Volume 13 of Certified Surveys at page 249; thence N 84°51'50" E, along said extension of the northerly-most line of said Lot 1, to the East right of way line of STH 59; thence southerly along said right of way 1368.94 feet, as described on CSM #3197, to the NW corner of an existing parcel; thence S 84°19'20" E along the North line of said parcel 179.91 feet; thence N 1°20'45" W 2.0 feet; thence S 84°02'15" E 432.77 feet to the NE corner of said parcel; thence S 0°22'15" E 194.44 feet to the SE corner of said parcel; thence N 86°27'10" W 607.71 feet to the SW corner of said parcel, said corner described on the East right of way line of STH 59; thence

S 11°30'15" E along said right of way line 152.76 feet; thence S 1°19'25" E along said right of way line 976.83 feet; thence southeasterly along a curve in said right of way line 665.86 feet; thence S 11°28'15" E along said right of way line 210.31 feet to the NW corner of an existing tract; thence N 78°31'45" E 535.85 feet to the NE corner of said tract; thence S 11°28'15" E 417.39 feet; thence S 3°09'45" W 599.15 feet to the SE corner of said tract; thence S 88°56'40" W 415.0 feet to the SW corner of said tract, described on the East right of way line of STH 59; thence southeasterly along a curve in said right of way line 66.0 feet to the South line of Section 34; thence S 88°56'40" W along said South line to the SW corner of said Section 34; thence westerly along the South line of Section 33, T5N, R15E, to the SW corner of the SE 1/4 of the SE 1/4 of said Section 33; thence northerly along the West line of the SE 1/4 of the SE 1/4 and along the West line of the NE 1/4 of the SE 1/4 of said Section 33 to the NW corner of the NE 1/4 of the SE 1/4 of said Section 33; thence East along the North line of the NE 1/4 of the SE 1/4 of said Section 33 to the SW corner of Lot 1 of Certified Survey Map No. 1909 recorded in the Jefferson County Register of Deeds Office in Volume 6 of Certified Survey Maps at page 133; thence North along the West line of Lot 1 of said CSM 1909 to the Northwest corner of said Lot 1 of CSM 1909, said Northwest corner of Lot 1 of CSM 1909 also being the Southwest corner of Lot 1 of Certified Survey Map No. 2744 recorded in the Office of the Register of Deeds for Jefferson County, Wisconsin in Volume 10 of Certified Surveys at page 250; thence North along the West line of Lot 1 of said CSM 2744 to the Northwest corner of Lot 1 of said CSM 2744, said Northwest corner of said Lot 1 of CSM 2744 being a point on the West line of CSM 369 recorded in the Office of the Register of Deeds for Jefferson County, Wisconsin in Volume 2 of Certified Surveys at page 137; thence northerly along the West line of said CSM 369 to the Northwest corner of CSM 369; thence easterly, along the North line of said CSM 369, 558.78 feet more or less to a point on the West right of way line of STH 59; thence northerly along the West right of way line of STH 59 to the point of intersection of said westerly right of way line of STH 59 with the westerly right of way line of County Trunk Highway D; thence northerly along the westerly right of way line of County Trunk Highway D to the North line of Section 33; thence easterly 33 feet more or less along the North line of said Section 33 (said North line of Section 33 also being the South line of Section 28, T5N, R15E), to the Southeast corner of Section 28, T5N, R15E; thence North, along the East line of said Section 28, to the East 1/4 corner of said Section 28; thence West along the North line of the Southeast 1/4 of said Section 28 to the Northwest corner of the East 2/3 of the West 1/2 of the Southeast 1/4 of said Section 28; thence South along the West line of the East 2/3 of the West 1/2 of the Southeast 1/4 of said Section 28 to the South line of said Section 28, said South line of said Section 28 also being the North line of Section 33, T5N, R15E; thence westerly, along the North line of said Section 33, to a point 558.47 feet East of the NW corner of said Section 33; thence S 3 degrees 02' 00" W, 891.85 feet to the NE corner of CSM 1514; thence N 88°48'00" W, 517.03 feet along the North line of said CSM 1514 to the NW corner of said CSM 1514, said corner being 891.49 feet South of the NW corner of said Section 33 on the West line of said Section 33, said corner also being on the centerline of Fremont Road; thence S 0°21'57" W, 341.12 feet along said centerline; thence S 4°29'00" E, 452.52 feet along said centerline; thence S 3°30'00" E, 203.74 feet along said centerline; thence S 0°19'00" E 226.56 feet along said centerline; thence S 5°07'00" W, 173.31 feet along said centerline to the SW corner of said CSM 1514; thence S 7°34'54" W along said centerline of Fremont Road 323.00 feet more or less to the intersection of said centerline and the West line of said Section 33; thence southerly, along the West line of said Section 33 55.80 feet more or less to the Southwest corner of the

Northwest 1/4 of said Section 33; thence South 86°58'33" West, along the southerly line of the Northeast 1/4 of Section 32, T5N, R15E, 35.58 feet more or less to the West right of way line of Fremont Road; thence North 4°47'33" East 315.37 feet more or less along the West right of way of Fremont Road to a point on the East line of the Northeast 1/4 of said Section 32; thence North 01°41'08" West, along the East line of said Northeast 1/4, 102.19 feet more or less to the centerline of the Whitewater River; thence along the centerline of the Whitewater River the following courses: North 42°09'05" West 222.55 feet to a point; thence North 75°19'03" West 56.53 feet to a point; thence North 16°12'25" West 129.26 feet to a point; thence North 08°35'23" East 148.32 feet to a point; thence North 17°45'44" East 85.33 feet to a point; thence North 11°17'11" West 77.56 feet to a point; thence North 54°08'47" West 95.70 feet to a point; thence North 23°33'33" West 58.56 feet to a point; thence North 0°00'00" East 72.60 feet to a point; thence North 26°46'44" East 199.82 feet to a point; thence North 02°51'10" West 87.23 feet to a point; thence North 29°42'47" West 133.49 feet to a point; thence North 20°31'02" West 148.69 feet to a point; thence North 12°45'09" West 127.76 feet to a point; thence North 36°21'17" West 139.35 feet to a point; thence North 18°36'22" West 488.07 feet to a point; thence North 00°03'39" West 174.82 feet more or less to a point 50 feet southerly of the North line of the Northeast 1/4 of said Section 32; thence (leaving the centerline of said River) westerly 789 feet more or less to a point on the West line of the East 1/2 of the Northeast 1/4 of said Section 32, which point lies 50 feet southerly of the North line of the Northeast 1/4 of said Section 32; thence southerly along the West line of the East 1/2 of the Northeast 1/4 of said Section 32, and along the West line of Certified Survey Map No. 4964 recorded in the Office of the Register of Deeds for Jefferson County, Wisconsin in Volume 26 of Certified Surveys at Page 108 as Document No. 1204670, 36.03 feet more or less to the easterly-most Northeast corner of Lot 1 of Certified Survey Map No. 5539 recorded in the Office of the Register of Deeds for Jefferson County, Wisconsin in Volume 30 of Certified Surveys at Page 291 as Document No. 1341230; thence N 59°20'22" W, along the northerly line of Lot 1 of CSM 5539, said northerly line also being the South right-of-way line of C.T.H. "U", 70.09 feet; thence S 89°44'33" W, continuing along said northerly line of Lot 1 of CSM 5539 and said South right-of-way line of C.T.H. "U", 340.52 feet; thence N 00°15'27" W, continuing along said northerly line of Lot 1 of said CSM 5539 and said South right-of-way line of C.T.H. "U", 17.00 feet; thence N 00°15'27" W, 33.00 feet to the North line of the NE 1/4 of Section 32, T5N, R15E; thence S 89°44'33" W, along said North line of the NE 1/4 of said Section 32, 659.30 feet to the Northwest corner of said CSM 5539, said Northwest corner of said CSM 5539 also being the Northeast corner of Certified Survey Map No. 1749 recorded in the Office of the Register of Deeds for Jefferson County, Wisconsin in Volume 5 of Certified Surveys at Page 387; thence S 02°00'37" E, along the West line of said CSM 5539 and along the East line of said CSM 1749, a distance of 434.08 feet to the Southeast corner of said CSM 1749; thence S 00°50'09" E, continuing along the West line of said CSM 5539, a distance of 895.60 feet to a point on the North line of the SW 1/4 of the NE 1/4 of Section 32, T5N, R15E, said point also being the Southwest corner of Lot 1 of said CSM 5539; thence westerly, along the North line of the SW 1/4 of the NE 1/4 of said Section 32, a distance of 274.66 feet, more or less, to the Northwest corner of the SW 1/4 of the NE 1/4 of said Section 32; thence N 88°40' W, 2060.31 feet along the North line of the South 1/2 of the NW 1/4 of said Section 32 to the NE corner of Block 3 of Twin Oaks Subdivision; thence S 00°44' W along the East line of said Twin Oaks Subdivision, 731.00 feet to the NE corner of Lot 6 of Block 2 of said Twin Oaks Subdivision; thence N 88°40' W along the North line of said Lot 6 190.00 feet to the East line of County Trunk

Highway "N" also being the West line of said Block 2; thence S 00°44' W along the West line of said Block 2, 285.00 feet to the SW corner of said Block 2; thence N 88°40' W, 33.00 feet to the centerline of said County Trunk Highway "N"; thence S 00°44' W along said centerline 320.61 feet to the North line of the NW 1/4 of the SW 1/4 of said Section 32; thence Westerly along said North line of said NW 1/4 of said SW 1/4 of said Section 32 to the West 1/4 corner of said Section 32; thence Westerly along the North line of the NE 1/4 of the SE 1/4 of Section 31, T5N, R15E to the NW corner of said NE 1/4 of said SE 1/4; thence Southerly along the West line of the East 1/2 of the Southeast 1/4 of said Section 31, said West line of the East 1/2 of said Southeast 1/4 of said Section 31 being the westerly-most boundary of the City of Whitewater in said Section 31, to the Southwest corner of the Northeast 1/4 of the Southeast 1/4 of said Section 31; thence leaving said westerly-most boundary of the City of Whitewater in Section 31 and running thence Easterly along the South line of Northeast 1/4 of the Southeast 1/4 of said Section 31 and the South line of the Northwest 1/4 of the Southwest 1/4 of Section 32, T5N, R15E, through lands located in the City of Whitewater, to the Southeast corner of Lot 29, Park Crest Subdivision, a subdivision located in the City of Whitewater, said Southeast corner of said Lot 29 being the point of beginning of the description of lands (hereinafter referred to as the "Excluded Lands") lying in part in the West 1/2 of the Southwest 1/4 of Section 32 and in part in the East 1/2 of the Southeast 1/4 of Section 31, T5N, R15E, Jefferson County, Wisconsin which remain a part of the Town of Cold Spring, Jefferson County, Wisconsin; ~~and lying in part in the Northeast 1/4 of the Northeast 1/4 of Section 6, T4N, R15E, Walworth County, Wisconsin which remain a part of the Town of Whitewater, Walworth County, Wisconsin;~~ thence N 00°12'09" E along the East line of Lots 29 and 28 of Park Crest Subdivision 229.62 feet to the northerly-most Northwest corner of that portion of the Excluded Lands which remain a part of the Town of Cold Spring, Jefferson County, Wisconsin; thence S 89°36'33" E 486.59 feet to a point on the centerline of County Trunk Highway N as originally laid out as a 66-foot wide right of way, said point being the northerly-most Northeast corner of that portion of the Excluded Lands which remain a part of the Town of Cold Spring, Jefferson County, Wisconsin; thence S 26°36'48" E along said centerline 257.70 feet to the South line of the NW 1/4 of the SW 1/4 of said Section 32; thence continue S 26°36'48" E along said centerline of County Trunk Highway N 395 feet more or less to the point of intersection of said centerline and the westerly extension of the southerly line of Lot 11, South Blooming Field Acres Subdivision; thence N 89°35'24" E 244.12 feet to the Southeast corner of said Lot 11; thence S 00°23'18" E 89.84 feet; thence S 89°37'34" West 199.94 feet to said centerline of County Trunk Highway N; thence S 26°36'48" E along said centerline 73.54 feet; thence N 89°35'59" E 244.17 feet; thence S 00°20'03" E 89.69 feet; thence N 89°30'54" E along the southerly-most line of Lot 12, South Blooming Field Acres Subdivision to the East line of the SW 1/4 of the SW 1/4 of Section 32, T5N, R15E; thence South along said East line 180 feet; thence West to said centerline of County Trunk Highway N; thence along said centerline to the Southeast corner of Certified Survey Map recorded in Volume 2 of Certified Surveys on Page 205; thence West along the South line of said Certified Survey Map to the West line of the SW 1/4 of the SW 1/4 of Section 32, T5N, R15E; thence South along said West line ~~250-260 feet; thence East 1205.52 feet more or less to said centerline of County Trunk Highway N; thence southeasterly along said centerline to a point on the South line of said Section 32, T5N, R15E, Jefferson County, Wisconsin, said point also being a point on the North line of Section 5, T4N, R15E, Walworth County, Wisconsin, and,~~ said point being the southerly-most southeasterly corner of that portion of the Excluded Lands which remain a part of the Town of Cold Spring, Jefferson County, Wisconsin; ~~thence westerly along~~

~~the North line of Section 5, T4N, R15E, to the NW corner of said Section 5, said NW corner of said Section 5 also being the NE corner of Section 6, T4N, R15E, Walworth County, Wisconsin and said corner also being the NE corner of that portion of the Excluded Lands which remain a part of the Town of Whitewater, Walworth County, Wisconsin; thence southerly along the East line of said Section 6, 251.46 feet more or less to a point on the southerly most line of the lands described in Deed recorded in Volume 619, page 773 (Jefferson County) and Volume 283, page 922 (Walworth County), said point on the southerly most line of the lands described in said Deed being the southeasterly corner of that portion of the Excluded Lands remaining a part of the Town of Whitewater, Walworth County, Wisconsin; thence westerly, along the southerly most line of the lands described in said Deed, 365 feet more or less to the southwesterly most corner of the lands described in said Deed, said southwesterly most corner of the lands described in said Deed being the Southwest corner of that portion of the Excluded Lands remaining a part of the Town of Whitewater, Walworth County, Wisconsin; thence northerly, along the westerly most line of the lands described in said Deed, 251.46 feet more or less to the Southwest corner of Section 32, T5N, R15E, Jefferson County, Wisconsin, said Southwest corner of said Section 32 being the Northwest corner of that portion of the Excluded Lands remaining a part of the Town of Whitewater, Walworth County, Wisconsin and also being the southerly most Southwest corner of that portion of the Excluded Lands remaining a part of the Town of Cold Spring, Jefferson County, Wisconsin; thence N 0°24' E, along the West line of the Southwest 1/4 of said Section 32, 292.85 feet; thence West 10.00 feet, said point being the southerly-most Southwest corner of that portion of the Excluded Lands remaining a part of the Town of Cold Spring, Jefferson County, Wisconsin; thence N 0°24' E, parallel with said West line of said Southwest 1/4 of said Section 32, 260.00 feet to a point on the South line of Lot 1 of Certified Survey Map recorded in Volume 2 of Certified Survey Maps of Jefferson County at page 205; thence westerly, along the South line of said Lot 1, 149.80 feet more or less to the Southwest corner of said Lot 1; thence northerly, along the West line of said Lot 1, 183.24 feet more or less to the Northwest corner of Lot 1; thence easterly, along the northerly line of said Lot 1, 1136.4 feet more or less to a point 5 feet southwesterly of the centerline of C.T.H. "N" as originally laid out as a 66-foot wide right of way; thence northwesterly, along a line drawn parallel to and 5.00 feet southwesterly of said centerline of C.T.H. "N", 441 feet more or less to a point 177.96 feet southerly of the North line of the Southwest 1/4 of the Southwest 1/4 of Section 32, T5N, R15E; thence westerly parallel with said North line, 325.60 feet more or less to a point 331.20 feet West of said centerline of C.T.H. "N"; thence northerly 177.96 feet to a point on the North line of the Southwest 1/4 of the Southwest 1/4 of said Section 32 that lines 240 feet West of said centerline of C.T.H. "N"; thence westerly, along the North line of the Southwest 1/4 of the Southwest 1/4 of said Section 32 (also being the South line of the Northwest 1/4 of the Southwest 1/4 of said Section 32), to the Southeast corner of Lot 29, Park Crest Subdivision and the ending point of the description of the Excluded Lands; thence leaving the boundary of said Excluded Lands and running westerly, along the South line of the Northwest 1/4 of the Southwest 1/4 of said Section 32, and along the South line of the Southeast 1/4 of the Northeast 1/4 of Section 31, T5N, R15E, through lands located in the City of Whitewater to the Southwest corner of the Northeast 1/4 of the Southeast 1/4 of said Section 31, said Southeast corner being a point on the westerly-most boundary of the City of Whitewater in said Section 31; thence southerly, along the West line of the East 1/2 of the Southeast 1/4 of said Section 31, 1330.52 feet more or less to the Southwest corner of the Southeast 1/4 of the Southeast 1/4 of said Section 31 (said Southwest corner also being a point on the North line of Section 6, T4N,~~

R15E, Walworth County, Wisconsin); thence westerly along the North line of Section 6, T4N, R15E, to the Northwest corner of said Section 6; thence southerly, along the West line of said Section 6, 123.49 feet; thence continuing southerly, along the West line of said Section 6, said West line also being the centerline of Warner Road, 866.51 feet more or less to the Northwest corner of the parcel described in Volume 669 of Deeds at page 374, Walworth County Register of Deeds; thence easterly, along the North line of said parcel described in Volume 669 of Deeds at page 374, 484 feet more or less to the northerly most Northwest corner of the parcel described in Volume 307 of Records at page 385, Walworth County Register of Deeds; thence easterly along the North line of said parcel described in Volume 307 of Records at page 385, 325.75 feet more or less to the Northwest corner of Lot 1 of Breidsan Hills Subdivision (subdivision plat recorded as Document No. 334782); thence easterly, along the north line of said Lot 1, 195 feet more or less to the Northwest corner of Lot 2 of Certified Survey Map No. 1871 recorded in Volume 9 of Certified Surveys at page 33; thence easterly, along the north line of said Lot 2 of CSM 1871, 90.57 feet more or less to the Southwest corner of parcel described in Volume 652 of Records, page 8209; thence northwesterly, along the southwesterly line of said parcel, 230.16 feet to the westerly-most corner of said parcel; thence northeasterly, along the northwesterly line of said parcel, 171.04 feet more or less to the southwest right-of-way line of former USH 12/STH 89; thence southeasterly, along said southwest right-of-way line, 477.75 feet more or less to the north line of Lot 2 of Certified Survey Map No. 1871; thence easterly, along said north line, 46.12 feet more or less to the centerline of former USH 12/STH 89; thence southeasterly, along the centerline of Business Highway 12 (formerly US Highway "12") 1410 feet more or less to the northerly-most corner of Certified Survey Map No. 3227 recorded in the Office of the Walworth County Register of Deeds in Volume 18 of Certified Surveys at page 44; thence westerly, along the North line of CSM 3227, 345.43 feet more or less to the Northwest corner of CSM 3227; thence continuing westerly, along the North line of the parcel described in Deed recorded in the Office of the Walworth County Register of Deeds as Document No. 529107, 2239.77 feet more or less to a point on the West line of said Section 6 which lies 999.8 feet North of the West 1/4 corner of said Section 6; thence South along said West line of said Section 6, the centerline of Warner Road, 999.8 feet to the West 1/4 corner of said Section 6; thence S 0°29'07" E, along the West line of the Southwest 1/4 of Section 6, T4N, R15E, 251.14 feet; thence N 89°30'53" E 141.38 feet; thence S 29°39'21" E, along the westerly line of the right of way of U.S. Highway 12, 1892.03 feet; thence S 08°14'40" E, along said westerly line of said U.S. Highway 12 right of way, 690.32 feet; thence S 5°57'24" E, 307.67 feet to a point on the southwesterly line of the right of way of US Highway 12; thence S 13°03'07" E, along said right of way line, 45.77 feet; thence continuing along said right of way line 500.93 feet along a curve to the left having a radius of 728.35 feet and a chord direction of S 34°46'21" E and a chord length of 491.12 feet; thence S 54°28'32" E, along said right of way line, 126.80 feet; thence N 89°24'04" E, along said right of way line, 66.78 feet; thence S 54°52'46" E, along said right of way line, 735.12 feet more or less to a point on a line drawn from the Southeast corner of Lot 1 of Certified Survey Map No. 1099 southerly to a point on the South line of Section 7, T4N, R15E lying 409.00 feet West of the South 1/4 corner of said Section 7; thence southerly, along said line drawn southerly from the Southeast corner of CSM 1099, and the southerly extension thereof, 4276.19 feet more or less to the northwesterly line of the former Chicago, Milwaukee & St. Paul Railroad right of way; thence continuing S 0°18'58" E along said line, 75.25 feet M/L, to the S'ly R/W line of said railroad; thence N 60°58'58" E, along said S'ly R/W line, 2029.25 feet M/L, to the beginning of a tangent

curve, concave to the NW and having a radius of 5803.00 feet; thence continuing along said S'ly R/W line and NE'ly along said curve, through a central angle of $10^{\circ}29'05''$, an arc distance of 1061.91 feet M/L, to a point of tangency; thence continuing along said S'ly R/W line, $N 50^{\circ}29'53'' E$, 1635.55 feet M/L, to the NW corner of that certain parcel described in a deed recorded in Vol. 650, Page 8477, records of Walworth Co., WI; thence $S 29^{\circ}45'34'' E$, along the W'ly line of said parcel, 690.02 feet M/L, to a point on the centerline of State Highway "59"; thence $N 29^{\circ}42'26'' E$, along said centerline, 510.27 feet M/L to the beginning of a tangent curve, concave to the SE and having a radius of 1206.23 feet; thence NE'ly along said curve and centerline, through a central angle of $14^{\circ}33'19''$, an arc distance of 306.43 feet M/L, to a point of tangency; thence northeasterly, along said centerline, 416.29 feet M/L, to the SW corner of that certain parcel of land described in a deed recorded in Vol. 347, page 363, Records of Walworth County; thence $S 79 \text{ degrees } 21'54'' E$, along the S. line of said parcel, 511.79 feet, to an angle point therein; thence continuing along said S. line, $S 59 \text{ degrees } 08'33'' E$, 272.80 feet, to a point on the N-S 1/4 line said Sec. 8, said point being 380.19 feet S'ly of the center of said Sec. 8; thence continuing $S 59 \text{ degrees } 08'33'' E$, 920.81 feet more or less, to a point on the W. line of State Highway "89"; thence $N 0 \text{ degrees } 01'19'' W$, 357.09 feet more or less, to the NW corner of that certain parcel described in a deed recorded in Vol. 670, page 1339, Records of Walworth County, said corner being described as on the centerline of State Highway "89"; thence $S 81 \text{ degrees } 49'00'' E$, along the N. line of said parcel, 550.68 feet more or less, to the NW corner of Certified Survey Map No. 489, recorded in Vol. 2, page 311 of Certified Surveys of Walworth County; thence $N 68 \text{ degrees } 59'00'' E$, along the N'ly line of said CSM, 86.68 feet, to an angle point therein; thence continuing along said N'ly line, $S 86 \text{ degrees } 52'00'' E$, 355.06 feet, to the NE corner thereof; thence $S 0 \text{ degrees } 16'43'' W$, along the E. line of said CSM, 160.00 feet to the Northeast corner of Lot 3 of said CSM 489; thence $N 87 \text{ degrees } 10' W$, along the N. line of said Lot 3 of said CSM 489, 153.87 feet to the NW corner of said Lot 3; thence S, along the W. line of said Lot 3, 457.97 feet more or less to a point on the N'ly right of way of Willis Ray Road; thence continue $S 33.01$ feet more or less to the centerline of Willis Ray Road, said centerline being the S'ly boundary of said CSM 489; thence $S 86 \text{ degrees } 23' E$, along said centerline of Willis Ray Road and said S'ly line of said CSM 489, 153.99 feet to the SE corner of said CSM 489; thence N, along the E'ly line of said CSM 489, 147.88 feet; thence $S 86 \text{ degrees } 06'06'' E$ (recorded as parallel to the centerline of Willis Ray Road) 856.31 feet, to a point on the E. line of said Section 8, said point being 110.59 feet N'ly of the SE corner of the NE 1/4, SE 1/4, said Section 8; thence $N 0 \text{ degrees } 56'05'' E$, along the E. line of said Section 8, 1208.78 feet, to the E 1/4 corner, Section 8; thence Easterly along the E-W 1/4 line of Sections 9 and 10 to the center of said Section 10, T4N, R15E; thence northerly, along the N-S 1/4 line of Section 10, T4N, R15E, 6 chains; thence East along a line drawn parallel to the South line of the Northeast 1/4 of said Section 10, to the Northwest corner of Lot 1 of Certified Survey Map No. 1643 recorded in the Walworth County Register of Deeds Office as Document No. 155915; thence easterly along the northerly-most line of said Lot 1 of said CSM 1643 to the northerly-most Northeast corner of said Lot 1, said northerly-most Northeast corner of said Lot 1 of CSM 1643 also being the Northwest corner of Certified Survey Map No. 1010 recorded in the Office of the Register of Deeds for Walworth County, Wisconsin in Volume 4 of Certified Surveys at page 285 as Document No. 56192; thence easterly along the North line of said CSM 1010 to a point on the centerline of Old Highway P; thence northwesterly along the centerline of Old Highway P to the Southeast corner of Certified Survey Map No. 2616 recorded in the Office of the Register of Deeds for Walworth County, Wisconsin in Volume 13 of

Certified Surveys at page 139 as Document No. 310254; thence southwesterly along the southeasterly line of said CSM 2616 to the Southwest corner of said CSM 2616; thence northwesterly along the southwesterly line of said CSM 2616 to the Northwest corner of said CSM 2616; thence northeasterly along the northwesterly line of said CSM 2616, 389.86 feet more or less to a point on the southwesterly right of way line of Old Highway P; thence northwesterly along the southwesterly right of way line of Old Highway P to a point where the southwesterly right of way line of Old Highway P intersects with the southerly right of way line of State Trunk Highway 59 (formerly U.S. Highway 12); thence northwesterly along said southerly right of way line of Highway 59 to a point which lies N 73°41' E 1112.00 feet more or less from a point on the West line of Northeast 1/4 of Section 10, T4N, R15E located 1325.94 feet South of the North 1/4 corner of said Section 10; thence N 41°58' W along the southerly right of way line of said State Trunk Highway 59 (also referred to as Elkhorn Road and formerly known as U.S. Highway 12) 406 feet more or less to the southeasterly boundary of an existing parcel; thence S 48°02' W 323 feet; thence N 41°58' W 150 feet; thence N 48°02' E 356 feet to the centerline of State Trunk Highway 59 (formerly U.S. Highway 12); thence N 41°58' W along the centerline of said highway 787.40 feet to the North line of said Section 10; thence S 87°37' W 193.38 feet along the North line of said Section 10 to the North 1/4 corner of said Section 10; thence N 3°08'18" W, along the N-S 1/4 line of Section 3, T4N, R15E to the point of intersection of said N-S 1/4 line with the centerline of State Trunk Highway 59/Elkhorn Road (formerly United States Highway 12); thence southeasterly along said centerline to the point of intersection of said centerline and the southwesterly extension of the Northwest line of the public road Sunrise Lane; thence N 45°19'42" E along the Northwest line of Sunrise Lane, 126.59 feet to the Southwest corner of Lot 1 of CSM 1292; thence N 3°08'18" W, 237.00 feet to the Northwest corner of said Lot 1 of CSM 1292; thence N 85°39'12" E, 323.50 feet to the Northeast corner of said Lot 1; thence continue N 85°39'12" E 80.00 feet; thence S 3°08'18" E, 237.00 feet to the North line of Outlot 1, CSM 2620 recorded in the Office of the Register of Deeds for Walworth County, Wisconsin in Volume 13 of Certified Surveys at Page 147, as Document No. 310791; thence N 85°39'12" E along said North line 209.86 feet to the Northeast corner of said Outlot 1; thence S 4°22'43" E, 66.00 feet to the Southeast corner of said Outlot 1, said corner being the Northeast corner of Lot 1, of said CSM 2620; thence continuing S 4°22'43" E along the East line of said CSM 2620, 236.09 feet to the Southeast corner of said Lot 1, said corner being on the South line of said Section 3, 720 feet more or less East of the South 1/4 corner of said Section 3; thence West along the South line of said Section 3 (the South line of said Section 3 also being the North line of Section 10, T4N, R15E) 479.58 feet more or less to the northerly right of way line of State Trunk Highway 59 (also sometimes referred to as Elkhorn Road and formerly designated as U.S. Highway 12); thence southeasterly along the northerly right of way line of said highway 536.38 feet more or less to a point on the North line of Certified Survey Map No. 503 recorded in the Office of the Register of Deeds for Walworth County, Wisconsin in Volume 2 of Certified Surveys on page 333 as Document No. 694000; thence East along the North line of said CSM 503 430.95 feet to the Northeast corner of said CSM 503; thence South along the East line of said CSM 503 235.98 feet to the Southeast corner of said CSM 503; thence West along the South line of said CSM 503 266.34 feet more or less to the centerline of State Trunk Highway 59 (formerly US Highway 12); thence southeasterly along the centerline of the road that existed and was known and designated as United States Highway 12 prior to construction of the US Highway 12 By-Pass of the City of Whitewater to the intersection of said former centerline and the East line of said Section 10, said point of

intersection being approximately 145.5 feet more or less North of the East 1/4 corner of said Section 10; thence North along the East line of said Section 10 to the NE corner of said Section 10; thence continuing North along the East line of Section 3, T4N, R15E, 728.24 feet to the Northeast corner of Walton's Pine Bluff Subdivision; thence S 88°32'30" W along the North line of Walton's Pine Bluff Subdivision 147.41 feet to the Southeast corner of Lot 7, Pine Bluff Subdivision; thence N 00°00'00" E 333.29 feet to the Northeast corner of Lot 4 of Pine Bluff Subdivision; thence S 79°14'04" E 27.00 feet to the Southeast corner of Lot 3 of Pine Bluff Subdivision; thence N 00°00'02" E, 252.43 feet more or less to the Northeast corner of Lot 1 of Pine Bluff Subdivision; thence continue N 00°00'02" E 35 feet more or less to the centerline of Bluff Road; thence easterly along the centerline of Bluff Road to the East line of Section 3, T4N, R15E; thence North along said East line of said Section 3, the centerline of Howard Rd., to the point of intersection of said centerline with the E-W 1/4 line of said Section 3; thence West along said E-W 1/4 line 463.82 feet to the Southwest corner of Certified Survey Map No. 1771 recorded in the Register of Deeds Office for Walworth County, Wisconsin in Volume 8 of Certified Surveys at Page 210 as Doc. No. 172293; thence N 01°13' E, along the West line of CSM 1771, 374.66 feet to the Northwest corner of CSM 1771; thence East, parallel with said E-W 1/4 line of said Section 3 and along the North line of CSM 1771, 466.51 feet to the East line of said Section 3 and the centerline of Howard Road; thence South along the West line of Section 2, T4N, R15E (said West line of Section 2 also being the East line of Section 3, T4N, R15E) and the centerline of Howard Road 341.66 feet more or less to a point on the West line of said Section 2 lying 33 feet North of the West 1/4 corner of said Section 2; thence easterly, parallel with the East-West 1/4 line of said Section 2 33 feet; thence southerly parallel to the West line of said Section 2, 33 feet to the East-West 1/4 line of said Section 2; thence East, along the East-West 1/4 line of said Section 2, 549 feet more or less to a point on said East-West 1/4 Section line which lies 582 feet East of the West 1/4 corner of said Section 2; thence South, parallel with the West line of the Southwest 1/4 of said Section 2, said West line also being the centerline of Howard Road, 883.51 feet; thence West, parallel with the East-West 1/4 line of said Section 2, 356 feet; thence South, parallel with the West line of said Southwest 1/4 of Section 2 162 feet to the northerly line of the Wisconsin & Southern Railroad right of way; thence easterly along the northerly line of the said railroad right of way to the North-South 1/4 line of said Section 2; thence North along the said North-South 1/4 line of said Section 2 to the Northeast corner of the South 1/2 of the Northwest 1/4 of said Section 2; thence West along the North line of the South 1/2 of the Northwest 1/4 of said Section 2 to the Northeast corner of Certified Survey Map No. 1480 recorded in the Office of the Register of Deeds for Walworth County, Wisconsin in Volume 7 of Certified Surveys on Page 56; thence southerly along the East line of said CSM 1480 to the Southeast corner of said CSM 1480, said Southeast corner of CSM 1480 also being the Northeast corner of Lot 2 of Certified Survey Map No. 906 recorded in the Office of the Register of Deeds for Walworth County, Wisconsin in Volume 4 of Certified Surveys at Page 133; thence South along the East line of Lot 2 of said Certified Survey Map No. 906 222.87 feet more or less to the Southeast corner of Lot 2 of said Certified Survey Map No. 906; thence West along the South line of Lot 2 of said CSM 906 179.48 feet more or less to the easterly right of way line of Howard Road; thence continuing westerly 33 feet more or less to the centerline of Howard Road, said centerline also being the East line of Section 3, T4N, R15E; thence North along said East line of said Section 3 to a point 1670.46 feet north of the East 1/4 corner of said Section 3; thence S 89°45' W, 357.00 feet; thence North, parallel with said East

line of said Section 3, 702.70 feet; thence N 89°45' E, 357.00 feet to the said East line of said Section 3; thence North along said East line to the NE corner of said Section 3.

Section 2: This ordinance shall take effect upon passage and publication as provided by law.

Ordinance introduced by Councilmember_____, who moved its adoption.

Seconded by Councilmember_____.

AYES:

NOES:

ABSENT:

ADOPTED:

City Manager

City Clerk



City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: 12/5/2017

ITEM: Assigning Ward 13 to AD 2
Pla

PRESENTER: Michele Smith, Clerk

PREVIOUS ACTION, IF ANY: None.

SUMMARY OF ITEM BEING PRESENTED: Due to annexation of Kienbaum – Hughes property, Ward 13 was created. Ward 13 is contiguous to Aldermanic District (“AD”) 2, and will be added to AD 2.

FINANCIAL IMPACT: None.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: N/A

STAFF RECOMMENDATION: Approve assignment of Ward 13 to Aldermanic District 2 and request waiver of requirement for second reading.

RECOMMENDED MOTION: Approve ordinance which assigns Ward 13 to Aldermanic District 2.

ATTACHMENT(S) INCLUDED (If none, please state that) Ordinance.

FOR MORE INFORMATION CONTACT: Michele Smith (262) 473-0102

ORDINANCE AMENDING ELECTION ALDERMANIC DISTRICT BOUNDARIES.

The Common Council of the City of Whitewater, Walworth and Jefferson Counties, does ordain as follows:

Chapter 1.06.030 is hereby amended as follows:

SECTION 1:

Section 1.060.030 , Second District, shall be amended to read as follows: The Second Aldermanic shall consist of Wards 7, 8 and 13.

SECTION 2: This Ordinance shall become effective upon passage and publication as required by law.

Ordinance introduced by Councilmember _____. Seconded by Councilmember _____. AYES: NOES: ABSENT: ADOPTED:

Cameron L. Clapper, City Manager

Michele R. Smith, City Clerk



City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: 12/05/2017

ITEM: 2018 Ride Share Grant Application

PRESENTER: Steve Hatton

PREVIOUS ACTION, IF ANY: Application and program Approved since at least 2007.

SUMMARY OF ITEM BEING PRESENTED: The city sponsors a shared-ride taxi program in an effort to ensure adequate handicapped-accessible public transport is available to residents. Whitewater contracts the operation of this service through an area vendor, Brown Cab. Under this arrangement, the city leases three vehicles on a subsidized basis to Brown Cab, who provides drivers and management oversight to operate the service within the City plus a one-mile radius of city limits. Hours of operation are as follows:

Monday-Wednesday (UWW Session) - 7:00 AM – 9:30 PM
 Monday-Wednesday (Non-Session) - 7:00 AM – 7:00 PM
 Thursday-Saturday (UWW Session) – 7:00 AM – 3:00 AM
 Thursday (Non-Session) – 7:00 AM – 7:00 PM
 Friday-Saturday (Non-Session) – 7:00 AM – 2:30 AM
 Sunday-7:00 AM – 4:00 PM

Fares:

Base Fare - \$3.25, Elderly/Disabled Fare - \$2.25, Student Fare - \$2.50
 Agency Fare - \$6.50, Beyond Service Area – Base Fare plus \$2.00/mile
 Wait Time - \$0.20/minute after 1st 3 minutes, Package Delivery - \$4.25
 All Fares after 9:00pm - \$3.25

As fares charged to passengers are not adequate to maintain this option as a viable independent service, the program relies on annual operating and capital grants from the State DOT and Federal FTA to support the program. Further local budget support has also been necessary. Financial overview:

	Audited 2011	Audited 2012	Audited 2013	Audited 2014	Unaudited 2015	Unaudited 2016
Total Revenue	70,953	74,823	84,929	85,156	82,955	91,881
Total Expense	(205,027)	(210,245)	(210,173)	(224,009)	(222,122)	(227,564)
Operating Surplus (Deficit)	(134,074)	(135,422)	(125,244)	(138,853)	(139,167)	(135,683)
WiDOT Contract Funding	60,677	61,671	59,238	55,409	59,924	58,635
Fed Contract Funding	67,037	65,958	62,622	71,487	71,079	72,820
City Funding needed	6,360	7,793	3,384	11,957	8,164	4,228
Subsidized Operating Costs	134,074	135,422	125,244	138,853	139,167	135,683

BUDGET IMPACT, IF ANY:

2017: \$8,494 was budgeted for local operating support. Due to a fare increase implemented in 2017, we now estimate there will be no need for local funding support of the 2017 program.

2018: \$30,000 was provisioned in adopted 2018 budget to replace two program vehicles. Fare revenues plus state/federal program support is anticipated to fully fund the program operating costs for 2018.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: n/a

STAFF RECOMMENDATION: Approve the 2018 application

RECOMMENDED MOTION: Approve the 2018 application

ATTACHMENT(S) INCLUDED (If none, please state): none

FOR MORE INFORMATION CONTACT: Steve Hatton, Finance Director, (262-473-1380)